



**STAFF HANDBOOK**



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# **JH78 STAFF COMMITMENTS**

AFTER OBSERVING THE MINISTRY, SPENDING TIME IN PRAYER, AND DISCUSSING WITH MY FAMILY THE COMMITMENT INVOLVED WITH BEING ON JR. HIGH STAFF, I COMMIT TO THE FOLLOWING:

I ACKNOWLEDGE THE LORDSHIP OF JESUS CHRIST IN MY LIFE AND HAVE A PERSONAL RELATIONSHIP WITH HIM.

I AM COMMITTED TOWARD GROWING AND MATURING IN MY RELATIONSHIP WITH GOD, AS A DISCIPLE OF CHRIST, THROUGH ACTIVE ATTENDANCE AT CHURCH.

I AM COMMITTED TO A LIFESTYLE AND TO MAKING CHOICES THAT ARE BOTH GODLY AND "ABOVE REPROACH," KNOWING THAT MY LIFESTYLE IS A MODEL FOR STUDENTS.

I AM COMMITTED TO THE JR. HIGH MINISTRY FOR AT LEAST 6 MONTHS.

I AM COMMITTED TO CONTACTING MY SMALL GROUP STUDENTS EVERY WEEK, BY PHONE, LETTER, OR E-MAIL.

BECAUSE I AM MAKING A SIGNIFICANT COMMITMENT AND MY PRESENCE IS VITAL, I AGREE CONSISTENTLY TO ATTEND AND ARRIVE ON-TIME TO THE FOLLOWING PROGRAMS:

- + TNL (TUESDAY NIGHT LIVE) – (EVERY TUESDAY)
- + STAFF MEETINGS (ONCE EVERY 6 WEEKS)
- + MONTHLY ACTIVITIES (USUALLY ONCE A MONTH)

# JH78 VOLUNTEER EXPECTATIONS

AS LEADERS, YOU HAVE THE FOLLOWING TASKS TO ACCOMPLISH, WHICH YOU ARE COMMITTED TO ACCOMPLISHING, WHICH WILL ALSO ENSURE THAT YOU ARE ON YOUR WAY TO BEING AN EFFECTIVE VOLUNTEER LEADER.

**1. MEMORIZE ALL YOUR SMALL GROUP STUDENT'S NAMES**

"FOR MOST KIDS, THEIR NAME IS THEIR GREATEST POSSESSION! REMEMBERING A STUDENT'S NAME COMMUNICATES SIGNIFICANCE."

**2. INITIATE CONVERSATION WITH EACH OF YOUR SMALL GROUP STUDENTS AT ALL AND EVERY JR. HIGH FUNCTION**

- CALL THEM BY THEIR NAME
- CHIT CHAT QUESTIONS
- AFFIRM THEM

**3. KEEP TRACK OF YOUR STUDENTS IN YOUR SMALL GROUP.**

- TAKE ACCURATE ATTENDANCE
- NEW ATTENDANCE SHEETS (PASS OUT)
- WHO ARE THE VISITORS?
- NOTE WHO'S ABSENT AND FIND OUT WHY?

**4. EFFECTIVELY LEAD YOUR SMALL GROUP**

- PREPARE ADEQUATELY FOR YOUR SMALL GROUP DISCUSSIONS
- DISCIPLINE THEM  
    ESPECIALLY IN THE BEGINNING, SET A STANDARD AND CALL THEM ON IT.
- CREATE A SAFE ATMOSPHERE FOR SHARING AND OPENING UP
- INCLUDE EVERYONE
- CREATE A FUN ATMOSPHERE

**5. EVERY WEEK CONTACT YOUR STUDENTS OUTSIDE OF CHURCH, BY PHONE, LETTER, CARD, E MAIL, OR IN PERSON**

AS THEY SAY: "PEOPLE DON'T CARE HOW MUCH YOU KNOW UNTIL THEY KNOW HOW MUCH YOU CARE!"

**6. MEET WITH YOUR MID-GROUP LEADER ONCE EVERY QUARTER FOR EVALUATION AND FEEDBACK.**

# CALLING STUDENTS: DO'S AND DON'TS

## **DON'T**

- DON'T CALL AFTER BEDTIME (USUALLY 8:30P.M.)
- TALK ABOUT YOURSELF THE WHOLE TIME

## **DO**

- KEEP THE CALL SHORT (1-2 MINUTES)
- KEEP THE CALL POSITIVE
- ASK THEM QUESTIONS ABOUT THEM
- HOW'S YOUR WEEK GOING?
- HOW'S SCHOOL?
- ANYTHING I CAN PRAY FOR?
- TELL THEM YOU'RE PRAYING FOR THEM
- ASK THEM ABOUT THEIR CHALLENGE FOR THE WEEK
- IF A PARENT ANSWERS, TELL THEM WHO YOU ARE AND WHAT YOU'RE DOING.  
THE 1ST THING YOU SHOULD SAY IS:  
"THIS IS \_\_\_\_\_ FROM NCC, IS \_\_\_\_\_ THERE?"

**THE BOTTOM LINE: LET THEM KNOW YOU CARE!**

# HOW TO BE AN EFFECTIVE JR. HIGH LEADER

**IT'S NOT EASY TO BE AN EFFECTIVE LEADER!** YOU WILL NEED TO WORK HARD AT IT. HOWEVER, IT IS ONE OF THE MOST IMPORTANT AND MEANINGFUL THINGS YOU WILL EVER DO! YOU ARE THE FRONT LINE AMBASSADORS FOR CHRIST TO 7TH AND 8TH GRADERS.

## 1. BE ABOVE REPROACH

GOD CALLS US TO A HIGHER STANDARD OF LIVING!

JAMES 3:1 "DEAR BROTHERS AND SISTERS, NOT MANY OF YOU SHOULD BECOME TEACHERS IN THE CHURCH, FOR WE WHO TEACH WILL BE JUDGED BY GOD WITH GREATER STRICTNESS."

REALIZE THAT WHEN YOU SAY "YES" TO MINISTRY, (ESP. WITH YOUTH) YOU ARE SAYING "NO" TO OTHER THINGS IN LIFE.

## 2. BE WHERE THE STUDENTS ARE

BE OUTSIDE WITH KIDS BEFORE AND AFTER: ITS ABSOLUTELY CRUCIAL!

YOU NEED TO BE THE "RESPONSIBLE MONITORS" DURING THIS TIME. NO ONE ELSE IS OUT THERE TO MONITOR THEM!

SIT WITH THE STUDENTS DURING TNL!

## 3. BE PREPARED

YOU ARE BASICALLY A GROWTH GROUP LEADER!

PREPARE FOR YOUR DISCUSSIONS: DON'T WING IT.

## 4. BE ON TIME

ARRIVE 15 MINUTES BEFORE AN EVENT STARTS!

CALL OR E-MAIL **YOUR MID GROUP DIRECTOR** IF YOU CAN'T BE AT SOMETHING!

## 5. BE WILLING TO HELP

BE WILLING TO HELP OUT BEFORE AND ESPECIALLY AFTER OUR FUNCTIONS (TNL & ACTIVITIES)

ASK ONE OF YOUR MID GROUP LEADERS WHAT YOU CAN DO!

## 6. BE CAREFUL

FOCUS ON YOUR OWN GENDER

NO ONE-ON-ONE TIME WITH STUDENTS OF THE OPPOSITE GENDER

ONLY SIDE HUGS!

## 7. BE INVOLVED

E-MAIL STUDENTS

CALL STUDENTS JUST TO ENCOURAGE THEM

SEND THEM A CARD/NOTE

TAKE THEM OUT AFTER SCHOOL

HAVE A SLEEP OVER AT YOUR PLACE

# IMPACTING THE LIVES OF JR. HIGH STUDENT

ADAPTED/PARAPHRASED FROM DOUG FIELD'S BOOK

## **HAVE YOUR OWN "SOUL CHECK"**

HOW ARE YOU DOING SPIRITUALLY? ARE YOU, AS CHRIST'S DISCIPLE, COMMITTED TO LOVING AND OBEYING GOD? IS THE LOVE OF CHRIST RENEWING AND AFFECTING YOUR HEART, SOUL, STRENGTH, AND MIND? REMEMBER, "YOU CAN ONLY GIVE WHAT YOU HAVE." THIS APPLIES SPIRITUALLY AS WELL!

## **DEPEND ON THE LORD**

ASK THE LORD TO BE USING YOU WITHIN THE MINISTRY THE WAY HE WANTS.  
DEPEND ON HIM TO HELP YOU PREPARE AND LEAD DISCUSSIONS AND RELATE W/KIDS.  
WE SUCCEED ONLY WHEN GOD GRACIOUSLY ALLOWS IT.

## **BE AN EXAMPLE**

STUDENTS ARE WATCHING YOU, ESPECIALLY THE ONES YOU HAVE A RELATIONSHIP WITH.  
WHAT YOU DO AND DON'T DO WILL HELP SHAPE THEIR LIVES.  
ENCOURAGE KIDS TO FOLLOW YOU AS YOU FOLLOW CHRIST.

## **BE AVAILABLE TO LISTEN**

KIDS HAVE A STRONG NEED TO TALK AND TO BE HEARD.  
GIVE THEM THE "OKAY" TO CALL YOU OR TALK TO YOU WHENEVER THEY WANT.

## **LET KIDS BE WHO THEY ARE SPIRITUALLY**

ALLOW 13 YEAR OLDS TO ACT 13 AND NOT YOUR AGE IN EVERY WAY!  
DON'T PLACE UNREALISTIC SPIRITUAL EXPECTATIONS ON THE KIDS.  
TRY AND REMEMBER WHEN YOU WERE THAT AGE AND WHAT YOU WERE LIKE, REALLY, TRY.

## **LET KIDS SEE WHO YOU ARE**

SOMETIMES STUDENTS WILL SEE YOU AS BEING PERFECT, I.E., NEVER COMMITTING SERIOUS SINS. THIS CAUSES THEM TO FEEL OVERWHELMED WHILE TRYING TO MEASURE UP TO AN UNATTAINABLE GOAL - A PERFECT LIFE.  
OPEN YOUR LIFE TO YOUR STUDENTS, LET THEM KNOW THAT YOU ALSO HAVE STRUGGLES AND ENCOURAGE THEM TO PRAY FOR YOU. (THIS DOESN'T MEAN YOU SHOULD HANG ALL OF YOUR DIRTY LAUNDRY OR SHARE YOUR GROSSEST SINS WITH THE KIDS!)  
THEY NEED TO KNOW THEY ARE NOT ALONE – AS IMPERFECT DISCIPLES OF CHRIST, WE ARE ALL STILL IN THE PROCESS OF BEING MADE MORE AND MORE LIKE CHRIST.

## **FOLLOW-UP WITH YOUR KIDS**

FOLLOW-UP IS ONE OF YOUR MOST DIFFICULT TASKS. TRACKING AND CARING FOR YOUNG PEOPLE WILL COST YOU TIME AND ENERGY. HOWEVER, WITHOUT PROPER FOLLOW-UP, KIDS ARE EASILY LOST AND FORGOTTEN. THE LARGER YOUR GROUP, THE MORE DIFFICULT THE TASK."

## **QUALITY FOLLOW-UP COMMUNICATES THE ABC'S**

ACCEPTANCE – THAT YOU VALUE THEM INDIVIDUALLY  
BELONGING – THAT THEY ARE A PART OF YOUR GROUP  
BEING CARED FOR – THAT SOMEONE IS THINKING OF THEM

## **KIDS NEED US TO BE CRAZY INTERESTED IN THEIR PERSONAL WORLD**

# HOW TO LEAD STUDENTS TO CHRIST

MAKE SURE THEY KNOW WHAT THEY ARE ABOUT TO DO:

## I. TELL THEM THIS IS THE MOST IMPORTANT DECISION OF THEIR LIFE.

PEOPLE ARE READY TO ACCEPT JESUS AS THEIR LORD WHEN THEY ARE WILLING TO:

- + ADMIT THEY ARE SINNERS IN NEED JESUS (ROMANS 3:23, 6:23)
- + BELIEVE THAT JESUS CHRIST DIED ON THE CROSS TO PAY FOR THEIR SINS, AND CONQUERED DEATH BY RISING FROM THE GRAVE. (JOHN 3:16)
- + PRAY AND INVITE JESUS CHRIST TO COME IN AND CONTROL THEIR LIFE THROUGH THE HOLY SPIRIT. (RECEIVE HIM AS SAVIOR AND LORD, THAT IS, MAKE HIS WILL THEIR FIRST PRIORITY)

## II. LEAD THEM IN A PRAYER (ROMANS 10:9, JOHN 1:12, REVELATION 3:20)

AN EXAMPLE OF WHAT TO PRAY: (HAVE THEM REPEAT AFTER YOU)

"LORD, I KNOW THAT I AM A SINNER AND NEED YOUR FORGIVENESS. I BELIEVE THAT YOU DIED FOR MY SINS. I WANT TO TURN FROM MY SINS. I NOW INVITE YOU TO COME INTO MY HEART AND LIFE. I WANT TO TRUST AND FOLLOW YOU AS LORD AND SAVIOR. AMEN."

## III. AFFIRM THEM OF THE FOLLOWING

WHEN YOU FIRST BECOME A CHRISTIAN 3 THINGS HAPPEN:

- + GOD FORGIVES YOU OF ALL YOUR SINS (PAST, PRESENT, FUTURE)
- + GOD ADOPTS YOU INTO HIS HOLY FAMILY AND WE WILL SPEND ETERNITY WITH HIM.
- + GOD (HOLY SPIRIT) ENTERS INTO YOUR LIFE TO CHANGE YOU FROM THE INSIDE OUT.

## IV. ENCOURAGE, ENCOURAGE, ENCOURAGE

ENCOURAGE THEM TO:

- + TELL SOMEBODY ABOUT THEIR DECISION (PARENTS, PASTOR, FRIENDS, ETC.)
- + TO GET INVOLVED IN A CHRISTIAN CHURCH (YOUTH GROUP)
- + OBTAIN A BIBLE AND READ IT (JOHN IS A GOOD BOOK TO START WITH)
- + TALK TO GOD (PRAY) DAILY, TO COMMUNICATE WITH HIM  
(WHAT CAN YOU TELL A GOD THAT ALREADY KNOWS EVERYTHING? ANYTHING!  
THERE IS NOTHING THAT CAN SURPRISE OUR ALL-KNOWING GOD!)

# LEADING A SMALL GROUP: DO'S AND DON'TS

## DO

- DISCIPLINE THEM RIGHT NOW!
- TAYLOR YOUR DISCUSSION SHEET TO YOUR GROUP
- ASK THE RIGHT QUESTIONS
- ENCOURAGE STUDENTS TO SHARE THEIR OPINIONS
- REFLECT BACK TO THE SPEAKER (OPENER)
- DEVELOP PERSONAL RELATIONSHIPS WITH THEM
- TAKE **ACCURATE** ATTENDANCE
- FOLLOW UP ON VISITORS
- ENCOURAGE KIDS TO INVITE FRIENDS
- KEEP YOUR MID-GROUP LEADER INFORMED OF PROBLEMS
- SHOW UP ON TIME, **EVERY TUESDAY BY 7 P.M.**
- DROP OFF AND PICK UP ATTENDANCE SHEETS

## DON'T

- LECTURE THE WHOLE TIME
- LET ANY ONE STUDENT DOMINATE THE DISCUSSION
- SHUN ANYONE'S ANSWER
- PUT DOWN, YELL AT, OR MANHANDLE A STUDENT
- KEEP THEM PAST 8:20
- BE DISCOURAGED
- DESTROY THE ROOM

# DISCIPLINE & BOUNDARIES

## SOME FACTS ABOUT DISCIPLINING JUNIOR HIGHERS

- + DISCIPLINE WILL ALWAYS BE A FACTOR FOR EVERY MINISTRY (ESPECIALLY JUNIOR HIGH!)
- + IT WILL GET WORSE AS THE YEAR GOES ON!
- + NOBODY LIKES TO BE THE "BAD GUY" BUT WE **MUST** DISCIPLINE OUR STUDENTS IN ORDER TO MAINTAIN AN EFFECTIVE AND HEALTHY MINISTRY.

## WHAT ARE BOUNDARIES?

BOUNDARIES ARE ARTICULATED AND ENFORCED COMBINATIONS OF RULES + CONSEQUENCES FOR BREAKING THEM. AN EXAMPLE OF A BOUNDARY FOLLOWS:

(RULE) DON'T PUNCH SALLY + (CONSEQUENCE IF YOU BREAK RULE) GO SEE CHAD

**THE BENEFITS OF BOUNDARIES** ARE THAT YOU NEVER HAVE TO PLAY THE BAD GUY *PER SE* AND THAT IT RESPECTS THE AUTONOMY OF YOUR STUDENTS, BY PLACING THE BALL IN THEIR COURT. CONSIDER THE FOLLOWING BOUNDARY:

DON'T LICK THIS RED-HOT STOVE + EXPERIENCE SPECTACULAR DISCOMFORT

IF YOU LICK THE STOVE AND—*WOW*—YET UNKNOWN PAINS ARREST YOUR TONGUE, ARE YOU GOING TO CURSE THE STOVE OR YOURSELF? SIMILARLY, IF YOUR STUDENT BREAKS A RULE, IT'S NOT YOUR FAULT WHEN THE ATTENDANT CONSEQUENCE BEFALLS HER, YOU'RE JUST ADMINISTERING THE CONSEQUENCE SHE CHOSE TO RECEIVE. YOU BREAK IT, YOU'VE BOUGHT IT.

**BOUNDARIES FAIL TO WORK WHEN LEADERS FAIL TO ACT.** HAVE YOU EVER STOOD IN A LONG CHECKOUT LINE NEXT TO A RED-FACED CHILD GUSHING TEARS HOWLING BETWEEN STOMPS THAT HE *WANSGANDY*? FOR A PAINFULLY TENSE 15 MINUTES THE MOM BRAVELY DECLINES, WHEN SUDDENLY, TO THE HORROR OF OTHERS IN LINE, SHE REACHES OVER, GRABS A SUPERDELUXETASTYJUNKBAR AND HANDS IT TO THE BOY, WHO QUICKLY BECOMES SAINTLY SILENT AS HE JAMS UNGODLY GOBS OF SWEET INTO HIS MOUTH. WHY THE HORROR OF THE OTHER SHOPPERS? THE MOTHER JUST TAUGHT HER CHILD THAT IF HE CRIES FOR 2, 5, OR EVEN 14 MINUTES, HE GETS NOTHING, BUT... IF HE CRIES FOR 15... SUPERDELUXETASTY JUNKBAR!

LIKewise, WHEN INSTEAD OF IMMEDIATELY ADMINISTERING CONSEQUENCES YOU DRUDGINGLY WARN THEM 15 TIMES BEFORE YOU EVEN MOVE THEM TO A DIFFERENT SEAT YOU ARE TELLING YOUR STUDENTS: KEEP GOOFING OFF UNTIL THE 14<sup>TH</sup> WARNING, THEN AND ONLY THEN YOU BETTER HUSH UP.

So: ALWAYS CARRY OUT IMMEDIATELY THE CONSEQUENCE AS SOON AS THE RULE IS BROKEN.

**SHOCK AND AWE.** THE PRESENCE OF BOUNDARIES ARE MOST STRONGLY FELT WHEN THEY ARE CLEARLY ARTICULATED AND WHEN THEY ARE ADMINISTERED CONSISTENTLY AND IMMEDIATELY **AT THE OUTSET**. PARADOXICALLY, THE MORE YOU DISCIPLINE THE LESS YOU'LL HAVE TO DISCIPLINE. IF THEY KNOW THEY CAN'T GET AWAY WITH IT AT THE START, THEY WON'T KEEP TRYING LATER. HOW MANY TIMES DID YOU PUT YOUR HAND IN A FIRE BEFORE YOU LEARNED IT HURT?

# HOW TO DISCIPLINE

## 1. SET RULES

WHILE EXPLAINING GAMES, ANNOUNCING SCORES, ANNOUNCEMENTS, FAST WORSHIP (WHEN KIDS ARE STANDING), ETC. A LITTLE CHATTING WON'T KILL US.

DURING SLOW WORSHIP, TEACHING, INTRODUCTION TO SMALL GROUPS THERE WILL BE ABSOLUTELY NO DISRUPTIONS!

EXAMPLES OF SMALL GROUP RULES:

RULE #1 – ONLY 1 PERSON SPEAKS AT A TIME.

RULE #2 – YOU CAN ONLY TALK IF THE SMALL GROUP LEADER PICKS ON YOU

RULE #3 – NO MAKING FUN OF OTHERS DURING PRAYER REQUEST TIME

## 2. DEVISE AND ATTACH CONSEQUENCES TO RULES (CREATE BOUNDARIES)

AN EXAMPLE OF A CONSEQUENCE SCHEDULE FOR TALKING OUT OF TURN:

1<sup>ST</sup> INFRACTION: VERBAL WARNING

2<sup>ND</sup> INFRACTION: SEATING THEM AWAY FROM THEIR FRIENDS BY YOU OR ANOTHER LEADER

3<sup>RD</sup> INFRACTION: THREATENING THEM WITH A VISIT TO THEIR MID-GROUP LEADER

4<sup>TH</sup> INFRACTION. SENDING THEM TO THEIR MID-GROUP LEADER

## 3. COMMUNICATE CLEARLY YOUR BOUNDARIES TO YOUR GROUP

IT'S IMPORTANT THAT YOUR STUDENTS KNOW WHAT THE BOUNDARIES ARE. REPEAT THEM WHENEVER YOU CAN, REMIND YOUR STUDENTS. IF A TEACHER'S ASSIGNMENTS INSTRUCTIONS ARE CLEAR AND HE GRADES FAIRLY, THEN YOU EARNED YOUR "F."

## 4. CARRY OUT THE CONSEQUENCE (THIS IS A MUST)

THIS IS THE STEP THAT WILL DETERMINE WHETHER YOU WILL MAINTAIN CONTROL OR ENABLE CHAOS IN YOUR SMALL GROUPS. *DON'T FAIL TO ACT!*

## **IMPORTANT!**

NEVER GET EMOTIONAL WITH THEM AND **NEVER** GET PHYSICAL!

REMEMBER, YOU'RE JUST GIVING THEM WHAT THEY'VE CHOSEN FOR THEMSELVES (E.G., "I NEED YOU TO PLEASE STOP TALKING RIGHT NOW OR ELSE YOU'LL BE MOVED," "PLEASE SIT HERE BY ME," "PLEASE GO SEE CHAD," ETC.)

BE **FIRM** AND **FAIR**. (CHRIST CAME FULL OF TRUTH AND GRACE! JOHN 1:14)

STUDENTS LIKE TO CHALLENGE YOU, ESPECIALLY WHEN OTHER STUDENTS HEAR THE THREAT.

STUDENTS **WANT** AND **EXPECT** DISCIPLINE FROM ADULTS!

DISCIPLINE = PROTECTION!

# GIVING EFFECTIVE SMALL GROUP INTRODUCTIONS

## **GIVING EFFECTIVE INTRODUCTIONS HELPS YOU TO...**

MOTIVATE YOUR STUDENTS TO CARE ABOUT THE TOPIC/DISCUSSION.

GAIN MORE RESPECT.

CONNECT TO YOUR MID-GROUP.

ENCOURAGE STUDENTS NOT MAKE THE MISTAKES WE'VE MADE.

## **TIPS ON GIVING AN EFFECTIVE INTRODUCTION:**

1. KEEP IT INTERESTING  
THESE ARE JR. HIGHERS – THINK BACK ON WHEN YOU WERE 13 YEARS OLD AND WHAT YOU WERE INTERESTED IN.
2. RELATE TO THEM
3. KEEP IT SHORT  
ONE ILLUSTRATION AND TRANSITION
4. STAY FOCUSED
5. START STRONG  
THE 1ST THING OUT OF YOUR MOUTH IS THE MOST IMPORTANT SO START OFF STRONG.
6. MAKE EYE CONTACT
7. BE YOURSELF

# HOW TO HAVE A SUCCESSFUL SMALL GROUP OUTING

1. PICK AN OPTION ON THE ACTIVITIES TO DO LIST. (MIGHT WANT TO INCLUDE YOUR SMALL GROUP ON THIS DECISION)
2. TELL YOUR MID-GROUP DIRECTOR WHAT YOU ARE DOING.
3. FIGURE OUT HOW MUCH YOUR OUTING WILL COST EACH STUDENT, WHAT DAY TO HAVE IT ON, WHEN YOU WILL START AND FINISH, WHEN AND WHERE TO MEET, BE DROPPED OFF, OR PICKED UP, AND WHAT ITEMS (IF ANY) THEY'LL NEED TO BRING. THEN MAKE A FLYER (DON'T BE AFRAID TO ASK US FOR HELP MAKING A FLYER).
4. CONFIRM THAT YOUR INFORMATION IS CORRECT, E.G., CALL THE VENUE AND MAKE SURE THEY'LL BE OPEN, MAKE A RESERVATION, ETC.
5. SEND THE FLYER AND A MEDICAL RELEASE FORM HOME WITH YOUR SMALL GROUP (ONLY NEED ONE)
6. CALL EVERY PARENT AT LEAST ONE WEEK BEFORE THE EVENT AND TALK TO THEM PERSONALLY (AT LEAST FOR YOUR FIRST OUTING)
7. MAKE SURE YOU ARE AT THE MEETING PLACE 15-20 MINUTES EARLY. MAKE SURE YOU HAVE ALL THE PERMISSION SLIPS YOU NEED ON HAND.
8. WHILE YOU ARE AT THE EVENT YOU NEED TO BE EXTRA WATCHFUL OF YOUR STUDENTS' SAFETY AND BEHAVIOR, THAT MEANS: PRETEND LIKE YOU ARE THEIR PARENTS.
9. DO NOT LEAVE THE ACTIVITY UNTIL EVERY STUDENT HAS BEEN PICKED UP.
10. GIVE FEED BACK MID-GROUP DIRECTOR ON THE ACTIVITY. HOW DID IT WORK OUT? ANY PROBLEMS, WOULD YOU RECOMMEND THAT EVENT?



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