



Student Discipleship Ministry Handbook

4th Edition

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SDM PHILOSOPHY

Statement of Theology

The Student Discipleship ministry believes and adheres to the Fellowship Baptist Church Covenant and the Baptist Faith and Message Statement of Faith revised and adopted in the year A.D. 2000.

Statement of Purpose

The Student Discipleship Ministry exists as a ministry of Fellowship Baptist Church to equip parents to lead their teenage children in a relationship with Christ, equip the body of believers to assist parents in their spiritual leadership role of their teenage children and to minister to the teenagers of the greater Joplin area.

Statement of Core Values

Core Values are the essential and enduring tenets of the SDM that cannot be changed, altered or compromised for any reason. There are five core values that will guide everything that the Student Discipleship Ministry does.

1. All We Do Flows From Our Biblical Purpose and Function
2. A Strict Adherence to the Bible and All It Teaches
3. In Everything We Do We Seek to Glorify God
4. Parents are the Primary Spiritual Teachers and Leaders of Their Students
5. The Student Discipleship Ministry Belongs to the the Church

Statement of Goals

The following goals and objectives were created by the parents and students within the Student Discipleship Ministry. These seven areas are what we hope to accomplish in each student's six years in the SDM.

1. Students Will Develop a Biblical World-View.

- By learning the meaning of a world-view
- By learning to apply Scripture to every situation
- By learning the Biblical world-view in the following areas: God, Authority, Family, Friendship, Suffering, Money, Purity, Morality, Church, Individual Purpose

2. Students Will Enter Into a Personal Relationship with Jesus Christ.

- By committing their lives to Jesus Christ in salvation
- By learning the gospel message

3. Students Will Grow in Their Relationship with Jesus Christ.

- By learning and utilizing the Spiritual Disciplines
- By developing a consist devotional life

4. Students Will Learn to Study God's Word.

- By learning basic hermeneutical concepts
- By reading through the entire Bible before graduation

5. Students Will Know and Be Able to Defend What They Believe.

- By learning Biblically-sound theology
- By identifying their theology on God (Trinity), Creation, the Church, Revelation, Jesus Christ, Holy Spirit, Salvation and Eschatology
- By learning basic apologetics

6. Students Will Share Their Faith.

- By learning basic evangelism techniques
- By leading at least one person to faith

7. Students Will Be On Mission.

- By learning the Biblical mandate of missions
- By participating in at least one local mission project
- By participating in at least one national mission project
- By participating in at least one international mission project

Statement of Mission



The Student Discipleship Ministry exists to equip students to Reach Up, Dig Deep and Go Wide with the gospel of Jesus Christ.

Reaching Up

Reaching Up is about developing a personal relationship with Jesus Christ. The goal of the reaching up process is to create followers of Christ who glorify God through their absolute dependence upon Him. There are three levels to the to Reaching Up:

1. **Proclamation:** Sharing the gospel message with students
2. **Personalization:** Students accepting and believing in the gospel message
3. **Progression:** Students growing in their relationship with Jesus Christ through the gospel

Digging Deep

Digging Deep is about growing in our relationship with Christ. We do this by digging into God's Word to see how we are to live, act, speak and think. There are three levels to Digging Deep:

1. **Deep:** Broad and surface level teaching usually large group teaching
2. **Deeper:** More focused teaching and application usually in small group experiences
3. **Deepest:** Very focused teaching that takes place in a one-on-one discipleship relationship

Going Wide

Going Wide is about training our students in how to share their faith in the world and then providing opportunities for them to go share their faith in their world and the world around them. Going wide has three levels that each build on each other:

1. **Wide:** Sharing the gospel in their daily context of life with family and friends
2. **Wider:** Sharing the gospel in the world around them outside their daily context
3. **Widest:** Going into other parts of the world to share the gospel

PROGRAM

Program Philosophy

Our program follows all the aspects of the Statement of Philosophy, Statement of Mission and Statement of Core Values. Each program flows directly out of one of the aspects of the Statement of Mission: Reaching Up, Digging Deep and Going Wide. Each program also follows our strict adherence to Biblical teaching and accuracy, quality and excellence, purpose and ultimately to glorify God.

Program Design

Each semester all programs and events will focus on one of the aspects of the Mission Statement in a rotating order.

- Semester A: Reaching Up or Worship
- Semester B: Digging Deep or Discipleship
- Semester C: Going Wide or Evangelism.

During the year all the teaching, event emphasis and themes will be devoted to that semester's theme.

Program Planning

Program Planning is done through our PLAN Ministry that meets once a semester. All program planning is conducted by students and parents in conjunction with the Student Minister. Programming planning is conducted once a semester focusing on the following semester. The PLAN Ministry is made up of PLAN Teams which each plan a specific element of the ministry for each semester.

Weekly Programs



Bible Study

Sunday Mornings
9:15-10:30

Bible Study occurs during the Sunday School hour. The purpose of our Bible Study is to study the entire Bible over the 6 years while students are in the Student Discipleship Ministry while at the same time teaching students to study the Bible for themselves. We do this through a process called Connect with the Bible.

Connect with the Bible begins with daily Bible Studies where students study a passage of Scripture asking themselves three questions: 1) What did I read (summarize)? 2) What do I need to do (application)? 3) What did I not understand (comprehension)? Then during the Bible Study time students come together for a facilitated discussion.



Journey

Wednesday Nights
6:00-8:00 p.m.

Journey consists of times of fellowship, teaching and small group experiences. Journey begins and ends with informal fellowship times. Journey includes time for announcements, games, structured fellowship and other fun aspects of the evening. The principal aspects of Journey are the teaching time and the small group experiences we call Journey Groups.

Each Wednesday night we will focus on a topic that is relevant to building a Biblical worldview in students lives. After the teaching session students are dismissed to Journey Groups where they share with one another, care for one another and challenge one another.

Events



Summer Camp is a vital part of the SDM. We believe that camp is an once-in-a-lifetime opportunity and therefore we do not go to the same camp each year. Instead we choose camps based on staff interaction, Bible teaching, quality and each our mission.

Winter Weekend is a weekend retreat that usually occurs in January in the form of a Disciple Now. Students are divided into small Bible Study groups led by college age students and meet at homes from the congregation. Groups come together for worship, recreation and meals throughout the weekend.



The Thing is our ministry of fun activities including Girl's Ministry Events as well as Guy's Ministry Events. Events vary but are designed as Connect Events where students can invite friends who will have an opportunity to hear the gospel and fellowship with our students.

MIA stands for **Missions in Action**. MIA are events designed to take the gospel throughout Joplin, Missouri, the US and the outer most parts of the world. MIA includes our Spring Break Mission Trip as well as other local mission projects throughout the year.



Transitions is our ministry designed to help transition students into the Student Discipleship Ministry. In-Coming students and parents are educated about the SDM as well as given opportunities for interaction with current students and parents.

Launch is our ministry designed to help transition students out of the Student Discipleship Ministry. Launch consists of celebrating the achievement of High School Graduation as well as assistance into their new role as an adult.



PLAN is a program designed to allow parents and students to plan, develop and lead various activities and ministries. PLAN meets once a semester to plan the programs and events for the next semester. PLAN teams include Girl's Ministry, Guy's Ministry, Fellowship, and Missions.

FAMILY CONNECTION

Philosophy of Family Connection

We believe that discipling teenagers is a collaborative effort involving both families and the church. Our first goal is to partner with parents in the discipleship of their teenagers. Our second goal is to equip and educate parents in discipling their teenagers.

Philosophy of Parent Involvement

All parents are encouraged to get involved in the Student Discipleship Ministry. Parents may get involved either in one of the Leadership Positions (outlined in the Leadership Section) or by their presence at any SDM event. All parents are invited to attend any program or event (Please note, due to space there may be a limited number of adults that can participate or attend certain events or trips).

Family Connection Programs

There are five programs designed for family involvement in the Student Discipleship Ministry.

1. **Family Connection Events:** Events designed for family interaction, family worship and building of family relationships.
2. **Parent Connection Curriculum:** Materials provided to help parents in raising teenagers and discipling their families.
3. **Parent Connection Newsletter:** A monthly newsletter with information about the lives of teenagers, discipling teenagers, current media and current teenager culture news.
4. **Parent Connection Seminars:** Each semester we provide a seminar for parents of teenagers presenting relevant ideas for how to be the spiritual leader of the household and information about raising teenagers in today's society.
5. **Stand in the Gap:** A prayer time for parents to gather to pray together for their children and share request with other parents.

SDM LEADERSHIP

Leadership Qualifications

The following qualifications apply for the Discipler and Volunteer level of leadership (see Leadership Positions for more information).

1. All Leaders must have a personal and growing relationship with Jesus Christ.
2. All Leaders must be a member of Fellowship Baptist Church.
3. All Leaders must have been actively involved in a ministry of Fellowship Baptist Church outside the Student Discipleship ministry for at least one year.
4. All Leaders must have completed the Leadership Application.
5. All Leaders must have a Criminal Background check on file with the Student Discipleship Ministry.

Applying for a Leadership Position

The following steps are the process for becoming a Student Discipleship Leader:

1. Contact the Student Minister and Discuss Options for Leadership Role
2. Fill out the Leadership Application and Have a Background Check Completed.

Leaving a Leadership Position

For the sake of consistency and relationship with the Students we ask that all Leaders serve at least one year or term in their position. If a leader needs to leave a position before the end of the year or term we ask that the leader do the following:

1. Inform the Student Minister.
2. Inform the students and as best as possible let them know the reasons that you are leaving the leadership position.

Leadership Positions

The Student Discipleship Ministry has 3 levels of leadership which are defined by specific positions, level of commitment, level of relationship with students and responsibility.

Discipler

A Discipler is someone who has made a commitment to the Student Discipleship Ministry to disciple students. A Discipler is someone in an on-going ministry position that has significant relationships with the students in order to teach and be an example of the Christian life.

1. **Journey Group Leaders:** A Journey Group leader leads a small discipleship group of 4-8 students on Wednesday nights.
2. **Mentors:** A mentor is someone who is discipling a single student through career assistance, life guidance, interest building or other forms of relational discipling.

Volunteer

A volunteer is someone who has made a commitment to the Student Discipleship ministry. Volunteers participate in SDM Programs and Events on a short-term basis or without official positions. Volunteers disciple students on a lower level than Disciplers but still build relationships with students while setting an example for students.

1. **Study Group Leader:** A Study Group Leader leads a Study Group as part of Bible Study on Sunday mornings.
2. **PLAN Team Leader:** A PLAN Team Leader works with PLAN Team to keep them focused, help them with difficult problems and hold them accountable to completing their assigned tasks.

Supporter

A supporter is someone who has not made a commitment to the Student Discipleship ministry. A supporter attends various events or programs without the purpose of intentionally discipling students. Supporters can serve as event chaperones, event helpers or resource providers. A Student Discipleship Ministry supporter must be supervised by someone in the first two levels of leadership at every event or program.

1. **Event Sponsor:** Event Sponsors attend events in order to build relationships with students, help supervise students and assist in the implementation of the event.

Dismissal From a Leadership Position

The hope of the Student Discipleship Ministry is that no leader should ever have to be dismissed from their position; however, an occasion may arise where a leader may be dismissed for any violation of any of the previous guidelines or any unbiblical behavior or teaching. A Leader may only be dismissed for actions that expressly state that dismissal will occur or by a unanimous vote of the Student Discipleship Council. Any Leader that is dismissed will be asked not to attend any Student Discipleship Ministry program or event and to not have outside contact with students without the permission of the student's parents.

A dismissed Leader may be allowed to return to a leadership position under the following conditions:

1. Reapplication to be a Student Discipleship Leader.
2. The passing of no less than one year.
3. A unanimous decision by the Student Discipleship Council.
4. A show of repentance for the action that caused the dismissal (and counseling if the situation merits).
5. The action that led to the dismissal was not sexual in nature.

Students in Leadership

The Student Discipleship Ministry encourages Students to become leaders. All students in leadership positions must adhere to the Guidelines for Leaders while functioning in the role as Student Discipleship Leader. All Student Leaders must function under the supervision of a Discipler. There are currently two official Student Leader positions:

1. **Study Group Leader:** For students who would like to work with an adult to facilitate a Study Group for Bible Study. The student Study Group Leaders will help an adult leader lead a study group, then lead a study group under adult supervision and then can lead Study Groups on their own under the supervision of the Student Minister.
2. **PLAN Leader:** The PLAN Leader is a student who leads and directs a group of students on a PLAN team. For more information see PLAN at the beginning of the Leadership Section.

Guidelines for Leaders

Absence

Leaders are asked to let the Student Minister know as soon as possible of any absence during a SDM Program or Event. Leaders are asked to give at least two days notice expect for emergency situations.

Confidentiality

The confidence of the students is an extremely important trust which we must take seriously. All Leaders are expected to keep all conversations with students confidential except where law or good conscious applies. In these cases, the Leader must consult with the Student Minister before breaking a confidence. Any Leader who breaks the confidentiality of a student without consulting the Student Minister will be dismissed from their position for a period of no less than one year.

Contact Accountability Policy

It is the policy of the SDM that no leader may ever be alone with a student (of the same gender or different gender) out of sight of another individual. This policy is to protect students and Leaders against inappropriate behavior and unfounded accusations. If a Leader finds himself or herself in a situation alone with a student, that adult should immediately move to an area within sight of others. Leaders may do one-on-one counseling but still must be in view of others. Leaders are asked to help keep each other accountable as well as be prepared to “watch” for another Leader who may need to do one-on-one counseling with a student. Any leader violating this policy will be dismissed from their position for a period of no less than one year.

Doctrinal Teaching

Leaders are asked not to teach any doctrine or philosophy that is against Scripture or that is out of line with Southern Baptist theology. Any leader teaching any teaching that is against Scripture or Southern Baptist theology will have a conference with the Student Minister about the suspicious teachings.

Leaders as an Example

Leaders are asked in the spirit of 1 Corinthians 8 to abstain from all behavior that students or their parents might find unacceptable or inappropriate. Leaders should remember that they have been called to lead students and with that calling comes a responsibility to be above reproach in every area of their life.

Physical Contact

Physical contact will be defined as any contact made in anger (i.e. hitting, punching, kicking, or any other form of potential harmful contact). Any physical contact will not be tolerated and will result in immediate dismissal from the Leadership position for a period of no less than one year.

Piercings and Tattoos

We asked that Leaders do not endorse piercings or tattoos. Leaders who have piercings or tattoos are ask not to show or draw attention to the piercing or tattoo. The policy of piercings and tattoos for a Leader is not a judgment but rather a policy to ensure that no student is ever offended or distracted by any Leaders piercings or tattoos. Any offensive tattoos should be covered (as determined by the Student Minster). We may ask that excessive facial piercings be removed during a Program or Event (this will be on a case-by-case basis).

Sexual Harassment

Sexual Harassment is defined as any unwanted, unprovoked, or sexually charged verbal comments or physical contact with a student. Sexual Harassment will result in immediate dismissal from the Leadership position for a period of no less than one year.

Student Discipleship Leader Covenant

All leaders are expected to adhere to the Student Discipleship Leader Covenant and hold other leaders accountable to it.

Student Discipleship Guidelines

All Leaders are expected to adhere to all SDM Guidelines as outlined under the section entitled Guidelines. Any violation of SDM Guideline will result in a conference with the Student Minister and may result in dismissal from the Leadership position.

Student Discipleship Ministry Leader Covenant

- Pray for each of my students by name everyday
- Pray for each Student Discipleship Leader on a weekly basis
- Be present at all Student Discipleship Leader meetings or meeting for my specific program
- Be present at Student Discipleship Events and Programs
- Be present at every program meeting for my specific program (For example be present at every Journey Group meeting for Journey Group Leaders or every Bible Study or Study Group Leaders)
- Keep all conversations and information with each student confidential (if I do need to break a confidence I will only do so with the Student Minister)
- Hold other Student Discipleship Leader accountable
- Share ideas with other Student Discipleship Leaders
- Encourage other Student Discipleship Leaders on a regular basis
- Make contact with my students on a monthly basis
- Pray with other Student Discipleship Leaders whenever possible
- Serve as a Student Discipleship Leader for at least 1Year

STUDENT GUIDELINES

Standard Consequences

- 1st Offense Warning and Possible Creative Punishment.
- 2nd Offense Conference with the Student Minister.
- 3rd Offense Conference with Student Minister and Parents.
- 4th Offense Formal Conference with student, parents and Student Minister to create a behavior contract with expectations and specific consequences.
- 5th Offense Possible ban from Student Discipleship Events.

Standard Guidelines

Abuse

Abuse is defined as a specific act of commission by one person that leads to non-accidental harm or threatens the physical, mental, or emotional development of another student. This could be physical, mental or sexual. Violations defined as abuse will result in:

1. Contact with the proper authorities if necessary.
2. Conference with the offending student, their parents, the Student Minister and the Senior Pastor.
3. Professional counseling before the student may return to any Student Discipleship Events or Programs.

Alcohol and Tobacco

Possession of alcohol or tobacco will not be allowed at any SDM Event or Program. Alcohol is defined as any substance in which one must be over 21 in order to buy. Tobacco is defined as any form of tobacco that one must be over 18 in order to buy. Violations will result in:

1. Substance will be destroyed with the presence of at least two adults.
2. Conference with student, parents and Student Minister.
3. Student's bags and personal items may be checked on a random basis for all Student Discipleship Events for a period of 3-12 months.
4. If a secondary offense is committed the parents will be advised that their child should enter a treatment program and will not be allowed at any Student Discipleship Events until they have completed a treatment plan.

Cell Phone Guidelines

Cell phones, pages and other communication devices are not to be used during any SDM Program or Event. Cell phones should be turned off during any Student Discipleship Program or Event.

Cell Phones on Trips

Students may have use of their cell phones and other communication devices on Student Discipleship trips with the following stipulations:

1. Students may freely use their cell phone during travel
2. Students must keep their cell phone in their room.
3. Students may freely use cell phone during any designated free time.

Curfew

Curfew is defined as the set time that students must be in the assigned area for the night. The curfew clock will be determined by the lead adult assigned for that area. Beyond standard consequences the following consequences will be imposed:

1. **1st Offense:** The Student must be in their room the same number of minutes early that they were late. (For example, if Joe came in 15 minutes late, he would have to be in the room 15 minutes early the following night). One or more hours late will result in an immediate phone call home.
2. **2nd Offense:** Same as first, plus a phone call home at the time of the offense.
3. **3rd Offense:** Same as 1st & 2nd Offenses, plus a one hour earlier curfew and restricted freedom for the duration of the trip.

Designated Areas

Every Event or Program has designated areas for students to be in whether at the church or another location. Students are expected to stay within the designated areas while the program or event is taking place. Any students found outside the designated area may be sent home and further action may be taken depending on the circumstances.

Dress Code

All students should dress in a respectful and modest way. The following is helpful guide by what we mean modest; however, the Student Minister will make the final decision on whether something is appropriate:

1. No mid-drift may show when arms are fully extended in the air.
2. All shorts must be a minimum of mid-thigh in length.
3. All skirts must cover a minimum of 3/4 of the thigh.
4. No clothing may be worn with offensive language, sexual innuendo or drug/alcohol references.
5. Halter tops or spaghetti straps may only be worn when accompanied by another shirt.
6. Saggin' will not be allowed when any underwear is showing.
7. Low-cut jeans may be worn but no skin may show when the arms are fully extended into the air.
8. Swimsuits: Girls-one piece modest (Any two-piece or immodest one piece may be worn with a dark t-shirt); Guys-Modest swimsuits.

Students wearing something inappropriate will either be asked to change or to put something else on to cover the immodest dress.

Drugs

Possession of drugs will not be tolerated at any SDM Event or Program. Drugs are defined as any illegal substance or any over the counter or prescription medication that is used in a manner other than its intended use. Violations will result in:

1. Contact with the proper authorities and further consequences will be at their discretion.
2. Conference with student, parents and Student Minister. The parents will be advised to place their student in a treatment program. Student's bags and personal items may be checked on a random basis for all SDM Events for the rest of their time in the Student Discipleship Ministry.

Electronic Devices

An electronic device is defined as any device that is used to play games, music, videos, or any other entertainment. Electronic devices may be used during transportation to and from an event (unless otherwise stated) but never during an event or program. Any student caught with an electronic device or with inappropriate material will have the device taken away and returned to their parents at the conclusion of the trip.

Fighting

Fighting is defined as any words or physical contact that is conducted in anger. Verbal fighting and physical fighting will not be tolerated. Physical fighting (pushing, shoving, punching, kicking, etc) will result in a conference for both parties, their parents and the Student Minister.

Harassment

Harassment is defined as any unwanted or unprovoked verbal comments or physical contact and will not be tolerated under any circumstance. Any action will be determined as harassment if a person asks for the action to be stopped and if the other person continues to do the action. Harassment could be, but not limited to, joking, throwing items, name calling, degrading remarks, etc.

Insubordination

Insubordination is defined as not attempting to follow instructions given by a Student Discipleship Leader.

Mutual Accountability

Mutual Accountability is defined as the necessity of students to inform adult leadership of any act which violates the guidelines laid out in this section. Any student failing to report a violation of the guidelines may receive the same consequences as the violating person.

Pranks and Practical Jokes

Pranks are defined as any mischievous action that involves another person's property or their physical person. Pranks WILL NOT BE ALLOWED under any circumstance. In contrast, practical jokes are a deception of the mind (i.e. telling someone their shoe is untied when they are wearing flip flops). Practical jokes are allowed for the time being, but if jokes get out of hand or if they become harassment they will no longer be allowed.

Profanity

Profanity is any inappropriate word or euphemism for an inappropriate word.

Public or Private Displays of Affection (P.D.A)

Public or Private Displays of Affection is defined as inappropriate contact between two people (Note: P.D.A. is not limited to people of the opposite genders or those in romantic relationships).

P.D.A. Guidelines are in place for two reasons:

1. To provide an atmosphere and attitude of purity.
2. To provide a positive and comfortable atmosphere.

The P.D.A. guidelines may seem vague because we are simply attempting to draw a line between appropriate avenues of showing affection and inappropriate avenues of showing affection. P.D.A. includes, but not limited to:

1. Lying or lounging on a member of the opposite sex.
2. Kissing
3. Caressing
4. Sitting on laps
5. Inappropriate hugging

Ultimately whether an action is P.D.A. or not will be determined by the Student Discipleship Leader who witnesses the act. Beyond standard consequences, after a warning, the two students will be separated during events for a certain length of time, as determined by the Student Minister.

Sexual Misconduct

Sexual misconduct is defined as an act that is sexual in nature. Sexual misconduct goes beyond P.D.A. to extremely inappropriate behavior and will not be tolerated. Sexual Misconduct includes, but not limited to:

1. Touching inappropriate areas of another person.
2. Touching underneath clothes.
3. Showing any portion of the body normally covered by a swimsuit.
4. Mouth touching any part of another person's body.
5. Viewing any material of a pornographic nature.
6. Self-Gratification
7. Any other more sexually overt actions.

All decisions regarding the degree (P.D.A. or Sexual Misconduct) will be determined by the Student Discipleship Leader who witnesses the act. Violations in Sexual Misconduct will lead to:

1. Immediate dismissal of all parties from the event.
2. Conference with both parties, parents, and the Student Minister.
3. Separation during all Student Ministry Events and Programs for a period of time, no less than 3 months but no more than 1 year (depending on the severity of the act).

Theft

Theft is defined as the taking or borrowing of any item without permission of the owner. All students are advised not to bring expensive items to any SDM Event or Program and Fellowship Baptist Church will not be responsible for any lost or missing items. Any student caught stealing will be required to repay or replace what was taken. Beyond standard consequences.

Use of Student Vehicles

Students are discouraged from using their vehicles for any SDM Program or Event. Students may use their vehicles under the following circumstances:

1. Prior approval by the Student Minister
2. The Program or Event must be within 20 miles of the church.
3. Only immediate family may ride in the car.
4. The student observe all driving laws and regulations.

Vandalism

Vandalism is defined as damaging any person's or organization's property. Any student caught vandalizing will be required to pay for repairs, pay for replacement, or replace an item in as good or better condition than the item damaged.

Weapons

Weapons, of any kind, are strictly forbidden at any Student Discipleship Event or Program. A weapon is defined as any object that is created for the purpose of intending harm to another individual. This includes, but not limited to: guns, knives (with blade over 6 inches), martial arts equipment or any form of explosive device. Any violation of the weapon policy will result in:

1. Contact with the proper authorities and further consequences will be at their discretion.
2. Immediate conference with student, parents and the Student Minister.

Procedure and Policy for Sending a Student Home

Sending a student home from a trip is a last resort measure. The purpose for sending a student home is not about punishment but safety and trust. A student may be sent home from a trip for:

1. 3 Guideline Violations (Leniency may apply due to the nature of the violations).
2. Engaging in any behavior that imposes an extreme safety hazard to others or himself/herself.
3. Use of drugs, alcohol or tobacco.
4. Engaging in sexual misconduct.

If a student must be sent home the following guidelines will apply:

1. Parents will be notified of the official decision to send the student home.
2. The pastor will be notified of the decision to send the student home.
3. The quickest method of returning the student home will be used. If a flight is necessary the parents will be required to purchase a plane ticket on the next available flight.
4. The student will be placed in the Student Minister's care, along with a Student Discipleship Leader of the same gender, and removed from the rest of the students until their departure.
5. A conference with the student, parents and Student Minister within one week of the return trip to discuss the incident and further consequences.

EMERGENCY MANAGEMENT

Handling Emergency Situations

1. Remain calm.
2. Secure the safety of yourself and then anyone else involved.
3. Refer to the Student Discipleship Ministry Handbook on steps for dealing with specific situations.
4. Contact the appropriate authorities if necessary.
5. Contact the Student Minister or Pastor.
6. Contact any and all parents of students involved.
7. Follow up in an appropriate manner.

Crisis Management

Definition of Student Crisis

A student crisis is a situation where a student is dealing with any issue that they perceive to have a serious impact upon their life. These include but are not limited to break ups, problems with family, problems at school, etc plus any of the following Crisis Situations

Policies for Working with Student in Crisis

- Stay In Public View
- Be aware of the time, if it is not an immediate emergency it is okay to schedule a time discuss the issue
- When possible try to get the student to a leader of the same gender.
- Remain objective
- Report the issue to the Student Minister
- Remember, you are not a trained counselor so get help
- Never promise a student you will not tell anyone else
- Listen more than you speak

Crisis Situations

Abuse

Abuse is defined as specific acts of commission or omission by parents or other adults that lead to non-accidental harm or threaten to harm a child's physical, mental, or emotional developmental state. Every claim of abuse is taken seriously and will be followed up.

Abuse includes:

- Neglect - failure of the parent or other caretaker to make adequate provision for a child's needs and well being.
- Physical Abuse - any act that creates injury of substantial or unnecessary risk of injury.
- Emotional Abuse - a pattern of blaming, belittling, verbally attacking, or rejecting a child or demanding that child assume responsibilities that he or she is incapable of handling.
- Sexual Abuse - any form of sexual contact or conversation which a child is sexually exploited for the purpose of bringing sexual gratification to the exploiter.

Procedure of Suspicion of Abuse

1. All suspicions of abuse must be reported to the Student Minister.
2. The Student Minister and a Student Discipleship Leader of the same gender will talk to the student about the warning signs they have observed.
3. If the student confirms the abuse move to "Procedures for Claims of Abuse."
4. If the Student denies the abuse the Student Minister and Student Discipleship Leaders should monitor the student for further or continued signs of abuse.
5. If the warning signs of abuse continue the Student Minister will contact either the Department of Family Services or the Childhelp USA National Child Abuse Hotline (1-800-422-4453) to report the suspicion of abuse and follow all directives from either organization.
6. If the parents are not involved in the abuse they will be contacted as soon as the suspicion of abuse has been reported.

Procedures for Claims of Abuse:

1. Inform the Student Minister of the claim of abuse.
2. The Student Minister will obtain the following information:
 - a. Who is doing the abuse?
 - b. What is the abuse?
 - c. How long has the abuse been going on?
 - d. Who else knows about the abuse?
3. The Student Minister will contact the Department of Family Services or the Childhelp USA National Child Abuse Hotline (1-800-422-4453) to report the abuse.
4. The Student minister will follow all directives from either organization that is contacted (Including securing the safety of the students).
5. The Student Minister will notify the Pastor.
6. The Student Minister will notify the parents if they are not the ones being accused of the abuse.

If a case of abuse is witnessed the Student Discipleship Leader will call 911 immediately and follow their directives.

Eating Disorders

The two primary eating disorders among students are anorexia nervosa and bulimia nervosa. These two disorders pose serious long-term health and safety risks for students. If an eating disorder is suspected or discovered the following procedures will be followed:

1. Notify the Student Minister.
2. The Student Minister and a Student Discipleship Leader of the same gender will talk to the student about the suspicions to determine if the suspicion is accurate.

3. If the suspicion is confirmed:
 - a. Notify the Parents
 - b. If on a trip, monitor the student to make sure they are eating (A student Discipleship leader of the same gender must stay with the student for at least 1 hour after each meal.
 - c. Schedule a conference with the Student Minister, the parents and the student within 1 week.
 - d. Parents will be advised to seek professional help for the student.
4. If the suspicion is not confirmed.
 - a. Continue to monitor for continued signs of an eating disorder.
 - b. If the signs continue follow step #3.

Rape

The procedures for dealing with rape will be the same as dealing with Sexual Abuse (See Procedures for Claims of Abuse) unless the rape was a recent event (within 72 hour). In the event of a report of rape to a Student Discipleship Leader (and not reported to anyone else) the Leader should:

1. Contact the police immediately and follow their directives.
2. Take the student to the Emergency Room.
3. Contact the parents.
4. Notify the Student Minister.

Self Mutilation

Self Mutilation is any form of physical harm to the body of a person done by themselves. This predominantly occurs in the form of cutting. The procedure to following in handling self mutilation is:

1. Inform the Student Minister.
2. The Student Minister will inform the parents.
3. The student will be referred to a counselor.
4. The student will sign a "no-harm" contract that he/she will not participate in self mutilation activities at sDM Events or Programs.

Suicide

Suicide thoughts, threats or attempts are considered very serious for obvious reasons. If suicidal thoughts or threats are perceived by any Leaders the following actions will be taken:

Procedures for Dealing with Suicidal Thoughts or Threats:

1. Inform all authority of the situation.
2. The Student Minister along with another leader of the same gender will question the student. The following four questions will be asked to determine the seriousness of the threat:
 - a. Have you ever thought about harming yourself?
 - b. Do you know how you might do this?
 - c. Do you know when you might do this?
 - d. Do you have _____(whatever method) with you?
3. If the answer to all of these questions are "Yes" then the Student Minister will immediately call 911 and report an eminent suicide threat.
4. If the answer to any of the questions is "Yes" then the Student Minister will form a contract with the student. The contract will state that if the student begins to think suicidal thoughts they will contact the Student Minister immediately. The student will also be put on a suicide watch.
5. The parents will be contacted at the discretion of the Student Minister.

Procedures for Dealing with a Suicide Attempt:

1. Immediately call to 911. A Student Discipleship Leader of the same gender will accompany the student to the hospital.
2. Parents will be notified after the 911 call has been placed. Parents will be required to come pick up their child from the hospital.
3. The Pastor will be notified.
4. The Student Minister will address the group about the situation.
5. If the adult-student ratio permits the Student Minister will go to the hospital to be with the student and to meet the parents.

Medical Management

Minor Medical Emergency

A minor medical emergency is any injury that does not require an Emergency Room or doctor's visit. Important Note: The Student Minister will make the final decision on whether or not to take a student to the Emergency Room or doctor.

1. The student's injury will be taken care of by a medically trained individual on the trip.
2. Contact the parents to inform them of the injury.
3. Continue to provide first aid and monitor the injury until it is healed.

Major Medical Emergency

A major medical emergency is any injury that requires a visit to the Emergency Room or doctor. Important Note: The Student Minister will make the final decision on whether or not to take a student to the Emergency Room or doctor.

1. The highest medically trained person will take charge of the medical situation and take the appropriate steps to stabilize the injured student.
2. The Student Minister will decide whether an ambulance is necessary or if the student can be transported in personal vehicles or the church van.
3. The parents will be notified as soon as possible after the injury occurs. If possible they will be consulted about the hospital visit and/or transportation.
4. The pastor will be notified of the medical emergency.
5. Once the student is at the hospital the medical professionals and the parents will be given the responsibilities of any remaining treatment.
6. The Student Minister will meet with the parents to outline all the factors involved in the injury.

Disaster Management

Fire Emergency

This portion is to explain the process and procedures in the event of a fire during a SDM Event or Program.

1. All persons will be evacuated out of the building.
 - a. If the event or program is at the church, the students should be evacuated to the Northeast corner of the parking lot at the shed.
 - b. If not, the students should follow the building's evacuation plan.
2. Call the proper authorities to report the fire.
3. The Student Minister will begin an immediate head count of students.
4. The Student Minister will contact the pastor to report the fire.
5. Parents will be notified as quickly as possible to inform them of the situation.
6. Only the pastoral staff will be allowed to talk to the press.

Shooting

The procedures to follow in the event of a shooting during a SDM Event or Program are as follows:

1. Immediately call to 911 to report the situation.
2. Students will be evacuated to a safe and secure location as quickly and safely as possible until the Police arrive. Tactical command will then be the responsibility of the police.
3. A list of students in attendance and all locations where students were supposed to be will be made and given to the Police.
4. The Senior Pastor will be notified.
5. The parents will be notified as quickly as possible to inform them of the situation and will be given directions on picking up their children.
6. Only the pastoral staff will be allowed to talk to the press.

Natural Disasters

A natural disaster is defined as a hurricane, tornado, earthquake or a major storm.

Major Storm or Tornado

A major storm is when any of the following apply: the National Weather Service encourages people to stay indoors, there is a power failure, and/or property damage has occurred to the building in which the group is located because of the storm. A tornado is any situation where the National Weather Service issues a Tornado Watch or Warning or there is a confirmed tornado within a reasonable distance.

Procedures to follow in the event of a major storm or tornado:

1. Account for all the students.
2. Move the group to a safe and secure location.
 - a. If the Event or Program is at the church, the students should be moved to the restrooms in the Pre-School Center.
 - b. If the Event or Program is somewhere other than the church a location representative should be contacted to determine the best location.
3. Contact the parents as soon as possible to inform them of the situation.
4. Keep all students in the safe location and calm until the storm passes.
5. After the storm has passed, account for all students and assess any injuries. (Follow Minor or Major Medical Management for Procedures).
6. Contact the parents again to give them a status report and give instructions on picking up their children or return home instructions.

Hurricane

Procedures to follow in the event of a hurricane:

1. Any trip where there is a credible threat of a hurricane will be cancelled.
2. If a hurricane becomes a credible threat while on a trip, the group will evacuate immediately.
3. If an evacuation is not possible, follow procedures for a major storm.

Earthquake

Procedures to follow in the event of an Earthquake during a SDM Event or Program:

1. Once the Earthquake begins, instruct students to move to a doorway or under a table as quickly as possible.
2. After the Earthquake, account for every student and assess injuries (Follow the Procedures for Minor or Major Medical Management).
3. Move the students outside the building to a single safe location as quickly as possible.
4. Contact parents to inform them of the situation and give them a status report.
5. Evacuate all students back to Joplin as quickly as possible.

GLOSSARY

Bible Study:	Is the time on Sunday morning from 9:15-10:15 a.m. for studying the Scriptures.	Quiet Time:	Quiet Time is the most popular terminology for having a daily time of Bible reading, prayer and journaling.
Core Values:	Core Values are the beliefs that guide and direct everything that we do as a Student Discipleship Ministry.	SDM:	SDM is the abbreviation for Student Discipleship Ministry.
Discipler:	A discipler is an adult leader who has an official role within the Student Discipleship Ministry. Disciplers lead and teach in formal ways in programs and events.	Semester:	Each year is broken up into 3 semesters somewhat coinciding with the school year.
Event:	Any function that is sponsored by the Student Discipleship ministry.	Spring Semester:	Spring Semester runs from January through May each year.
Fall Semester:	Fall Semester runs from September through December each year.	Stand in the Gap:	Is a parent prayer time that occurs once a semester on Sunday night from 6:00-7:00 p.m. in the Youth Room.
Family Connection:	Family Connection is the name of the family ministry within the Student Discipleship ministry.	Student:	Any person who is in public school's grade 7th through 12th and is not older than 20 years old.
FYE:	Stands for "For Your Edutainment." It is the opening period of time for Bible Study and Journey when announcements, games, information time and other fun stuff occur.	Student Leader:	Any student fulfilling an official leadership role.
Journey:	The Wednesday night program that includes Journey Groups, FYE and fellowship time. Journey occurs from 6:00-8:00 on Wednesday nights.	Study Group:	Study groups are groups of six to twelve students that meet during the second half of Bible Study in order to break down and discuss the Bible Study topic. Study groups are intergender and consists of all ages.
Journey Group:	Journey Groups are groups of four to eight students that meet on Wednesday night during Journey for Bible Study, Prayer and Fellowship. Journey Groups are intragender only and grouped by similar situation in life.	Summer Semester:	Summer Semester runs from June through August each Year.
Leader:	Any adult who has fulfilled the requirements for becoming a Student Discipleship Leader.	Supporter:	A supporter is an adult volunteer that attends various events and programs. They support the ministry through sponsorship and endorsement while not taking a direct role in formal or informal discipleship.
MIA:	Stands for "Missions in Action." MIA is where students go and complete a missions project.	The Thing:	The Thing is an activity ministry that is designed to help students share Christ with friends by inviting them to attend Student Discipleship Events.
Parent Seminar:	Parent Seminars are times of instruction and teaching for parents of teenagers within Fellowship Baptist Church. There is usually one parent seminar per semester.	Trip:	A trip is any Student Discipleship Event that occurs overnight and at a location that is more than 30 miles away from the church.
Program:	Any on-going Student Discipleship ministry meeting time	Volunteer:	A volunteer is an adult leader who does not have an official role within the Student Discipleship Ministry. Volunteers attend events and programs regularly and seek to lead and teach students in informal ways.
		Winter Weekend:	Winter Weekend is a weekend retreat that takes place within the city. Students are grouped into Bible Study groups for the weekend that occur in people's homes from the church and led by college students. Students gather together for recreation, meals and worship.