

MIDDLE SCHOOL (6TH – 8TH GRADES)

WHAT IS A CULTURE GUIDE?

At Victory Church, we know that culture either happens by design or by default. Rather than allowing our feelings, upbringings, past experiences, or standards of society to take the lead, our goal is to intentionally create a culture that glorifies God.

Culture Guides are intended to do 2 primary things:

1. Give members the information needed to *finalize* their serving team decision.
2. Serve *as the onboarding*, providing all the information and guidance for how the team operates.

C.H.E.C.K. VALUES & GUIDING PRINCIPLES

COURAGEOUS:

We follow Jesus into the unknown, walking by faith and not by sight, no matter what it costs us.

- We Get Out of the Boat
- We Lead Ourselves

HUMBLE:

We are not led by title. We lead with open hands, always seeking to serve others.

- We Use Our Titles as Towels
- We Fail Forward

EMPOWERING:

We make disciples who make disciples: Equip, empower, and send!

- We Are Gold Miners
- We Hand Over the Keys

CONNECTED:

We stroll through the crowd; we seek to know people and walk alongside them through life.

- We Smell Like the Sheep
- We Pull on the Same Rope

KIND:

People know we are disciples of Jesus by the way we love others.

- We Are Tigger, Not Eeyore
- We Live by the Golden Rule

TEAM POSITIONS

- **Ministry Lead:** provides oversight for an entire ministry for a campus or for Victory Church
- **Coordinator:** leads/supports a group of coaches and/or oversees a specific component of ministry
- **Coach:** leads/supports a group of leaders
- **Team Leader:** leads/supports a group of team members or a small group
- **Team Member:** (replaces the term “volunteer”); usually an individual contributor to a ministry team

OPPORTUNITIES TO SERVE & GROW

Ministry Leader: Gives oversight to the ministry by supporting the vision and providing leadership and care to the team to ensure the ministry runs successfully

Coordinator: Works alongside the Ministry Leader to ensure the teams are confirmed to serve and prepared for services. Helps provide additional leadership to the Coaches, Group Leaders, and Team Members.

Coach: Someone that leads and manages team members to ensure standards and guidelines are being followed correctly.

Team Leader: Someone who leads and manages small groups and leads the classroom with platform communication.

Team Member: Someone who assists in small groups, greeting, and other areas of services needed.

Serving Structure

- Effective people and leadership skills.
- Assist and facilitate by leading services and students.

- Be teachable and adaptable.
- Creatively have fun with the students!

Expectations

- Serve when scheduled every week and attend team check-ins.
- Assist with family check-in during services
- Assist in the service flow and activities.
- Review the service plan on Planning Center Online (PCO) and bring your best for the students.
- Creatively connect with students.
 - Engage with them during small group discussions and questions.
 - Give the students biblical and balanced experience-based answers.
 - If you don't have the answer, let the student know that you will be back next week with an answer. (It's okay not to have the answer.)
- Stay informed through:
 - Weekly/Monthly Leadership Meetings
 - Planning Center
 - Text and Email Message Updates
 - Post Service Check-ins with Teachers
 - Victory Youth 6th–8th grade ministry trainings or events
- Help create a safe, healthy, and supportive environment by:
 - Having fun! Connect with your team and build relationships.
 - Address questions, issues, concerns, etc. Ask staff if you need direction.
 - Connect with and encourage parents.
 - Continue your personal growth in service management through the training provided.
 - See something, say something!

OUR MINISTRY GOAL

Middle school is a pivotal season as students begin the transition from childhood into young adulthood. It's a time to grow in their knowledge of God, understand Scripture, and develop a personal relationship with Jesus that isn't just inherited—it's their own. Join the Victory Middle School team as we connect students to God, equip them through discipleship, and unleash them to change their world.

We know that culture either happens by design or by default. Rather than allowing our feelings, upbringings, past experiences, or standards of our society to take the lead, our goal is to intentionally and consistently create the culture we want to see.

Mission: To train, equip, and empower our families and 6th–8th grade students to be cultural influencers for God’s Kingdom.

Ephesians 4:12-13

...for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ.

GUIDELINES & COMMITMENTS

Parking – Team Members should not park in the main or front lot. We wish to reserve these spaces for families with children under age 5, the elderly over age 65, and those who are handicapped or first-time visitors.

Arrival – Team Members should arrive 45 minutes prior to serving for our team check-in time.

Departure – Team Members should remain in the classroom until the last student is checked out or until they are relieved by another volunteer.

Absences – Team Members are responsible for their assigned service. Should the need arise for the volunteer to be absent, the volunteer is responsible to secure coverage for their assigned serving time. Please refer to the Replacement Policy.

Lifestyle – Team Members should maintain a lifestyle that reflects spiritual purity, maturity, and consistent growth. Volunteers should have a prayer life and be walking with the Lord. Our Team Members are faithful to their serving role as their serving time is scheduled each month.

Dress Code – Victory Youth shirt, comfortable pants with no holes in them, and soft bottom closed toed shoes. Being clean and neat in appearance is part of being a role model for our youth.

Media Device – Team Members should only use personal cell phones for emergencies only. Photos and videos of children are not permitted. (GA Code Title 42-1-18)

Check-In/Check-Out – Students will check themselves in on the kiosk before coming to services and are able to leave when the services are complete. It will be up to the parent and the student to work out how they will arrive and depart from service.

Discipline – No physical form of discipline is to be used in any way. We are to discipline using non-physical methods of behavioral management. Using physical restraint to prevent a student

from doing something disruptive or dangerous is permitted and may, in some instances, be necessary.

- Redirect the student before physically intervening and provide a clear explanation of the expectations about this redirection.
- Removal – If the student’s behavior does not improve, the student will be separated from the group. The next step is for a leader to communicate to the parent about the situation.

Parent Notification – If a parent is needed for anything during a service, please communicate with the Ministry Leader or staff member, and he/she will contact the parent.

Parent Communication – When communicating to parents about their student’s behavior:

- State the facts, and remain positive, calm, and assuring.
- Address the parent privately. Clearly address the issue and seek a resolution with the parent.
- Inform the parent that we want to partner with him/her and that we will monitor the student’s future behavior and stay in contact with him/her if necessary.

Parent/Guest Involvement – If a parent/guest is interested in visiting any of the services, he or she must contact the Ministry Leader for the appropriate protocol to maintain a safe and secure environment.

Physical Contact – Brief side hugs, fist bumps, pats on the back or shoulder, and high fives are appropriate physical contact. Touching a student anywhere that a bathing suit would cover is inappropriate physical contact.

Responding to Child Abuse Allegations / Mandated Reporting – Team Member mandated reporters are required to notify the appropriate staff member or Coach immediately after finding that there is reasonable cause to believe a student has been abused. By doing this, the volunteer has satisfied the requirements of mandated reporting. Staff are required to make notification to appropriate law enforcement within 24 hours of when the abuse is reported.

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Self-Harm

Wellness Policy – Students who show any visible signs of illness should not be allowed into the service/classroom. If an illness is discovered after the student is checked in, remove the student and have the Ministry Leader contact the parent to come pick up his/her student. Here is a list of symptoms:

- Fever, vomiting, diarrhea, common cold, sore throat, cough, rash, pink eye or other eye infections, cloudy or runny nose, Covid-19, and disease or virus-like symptoms of the flu, strep throat, etc.

Medication Policy – It is the policy of Victory Church not to administer either prescription or non-prescription medications to any student in our care. If the student needs medications, the parent of the student should be the one to administer it.

Replacement Policy

All Team Members will be responsible for finding their own replacement if they can't fulfill their scheduled serving time. If you're not able to serve during your scheduled rotation, we ask that you serve the ministry by finding a replacement. You are serving the vision and helping us make sure we can effectively provide ministry for the families and students in line with God's plan. Instead of serving for that Sunday, you would be serving by finding your replacement. Once you find your replacement, you will let your Coach know. If you get sick 1-2 days before you are scheduled (and confirmed) to serve, please serve the ministry by finding a replacement.

FAQs

Can I serve once a month or give you the times I am available to serve?

The commitment to serve with us is every week during one of the designated service times. You will be placed on a team to do ministry with. This is how we ensure that we offer effective and constant ministry to the students.

How do I find a replacement?

The process on how to find a replacement depends on the campus where you serve. Please check with your Ministry Leader or Coach for more information.

How do I grow in leadership within the ministry?

To grow in leadership, we ask that you are open to taking steps toward that during service times. This may include leading a team moment, doing announcements, leading games, co-leading with a Coach, or communicating from the platform. This a fully volunteer led ministry, and everyone is expected to step up and lead in some capacity. By stepping up in any of these areas, you will begin to see yourself grow within the ministry.

MIDDLE SCHOOL TEAM COMMITMENT FORM

I UNDERSTAND THE COMMITMENT AND POLICIES FOR MIDDLE SCHOOL (6th–8th GRADE) MINISTRY. I UNDERSTAND THAT IF I'M NOT ABLE TO SERVE ON MY SCHEDULED WEEKENDS, I COMMIT TO FINDING A REPLACEMENT TO ENSURE MY SERVING SCHEDULE IS COVERED. I'M IN AGREEMENT AND WILL BE FAITHFUL OVER MY SERVING ROLE FOR MIDDLE SCHOOL MINISTRY.

Start Date and Service Time

Signature Date

Ministry Leader Signature Date