

# **"Fusion"**

## **The Student Ministries of Mt. Tabor UMC**

(Revised February 2007)

### **Job Descriptions for Volunteer Youth Workers**

#### **Fusion Middle School Coordinator**

- Must be a member of Mt. Tabor UMC
- Help plan and implement activities for this age range
- Attend Fusion Leadership Team meetings
- Attend Fusion Fellowship
- Coordinator with the Sr. High Coordinator on events where both age groups participate
- Help plan and supervise the 6<sup>th</sup> Grade Retreat
- Help in the program teaching or finding others to assist in leading Fusion Fellowship programs if needed
- Find youth to assist in the ministry as needed. Ex: Setting up for events, clean up of events, etc.
- Give assistance to the Minister of Students and/or the Student Ministries Associate with behavioral issues and incidents when needed
- Regularly attend worship at Mt. Tabor UMC
- Help in coordination of Youth Sunday services
- MUST be Safe Sanctuary certified
- Assist in the collection of Safe Sanctuary forms from new Fusion youth workers
- Attend Fusion trips when available

#### **Fusion Senior High Coordinator**

- Must be a member of Mt. Tabor UMC
- Help plan and implement activities for this age range
- Attend Fusion Leadership Team meetings
- Attend Fusion Fellowship
- Coordinator with the Middle School Coordinator on events where both age groups participate
- Help in the program teaching or finding others to assist in leading Fusion Fellowship programs if needed
- Help plan the Senior Adult Luncheon
- Help plan the "Salute to Seniors" program night
- Find youth to assist in the ministry as needed. Ex: Setting up for events, clean up of events, etc.
- Give assistance to the Minister of Students and/or the Student Ministries Associate with behavioral issues and incidents when needed
- Regularly attend worship at Mt. Tabor UMC
- Help in coordination of Youth Sunday services
- MUST be "Safe Sanctuary" certified
- Assist in the collection of Safe Sanctuary forms from new Fusion youth workers
- Attend Fusion trips when available

## **Sunday School Coordinator (Middle School & Senior High)**

- Identify possible Sunday School teachers.
- Request suitable leadership to become Sunday School teachers.
- Coordinate teachers for their assigned Sundays of teaching.
- Provide them with needed materials such as curriculum, teaching aids (dry-erase markers, pens/pencils, paper, etc.).
- Communicate teaching schedule with the Associate Minister of Students.
- Communicate new student information to the Fusion Student Ministries Office.
- Relay any behavior issues to the Minister of Students or Associate Minister of Students.
- Make a quick walk through the Sunday School area to confirm that all teachers are present and provide needed assistance. If this can not be done, please ask another qualified adult leader to do so. This can alternate between the 2 coordinators.
- Find substitute teachers.
- Teach when needed.
- Collect "Safe Sanctuary" Background Check Consent forms from teachers who have not been previously checked.
- Must be "Safe Sanctuary" certified.
- Attend the monthly "Fusion" Leadership Team Meeting.

## **ABBS Leader (Age-Base Bible Studies)**

- Meet weekly with your ABBS group.
- Set the meeting time and make sure the Fusion Office is aware of the "Regular" meeting day and time.
- Contact the Fusion Office with any change in schedule, location, etc. This enables the information to be updated in the Fusion website so that all youth, adults and parents can be kept up-to-date with all changes.
- Regular contact with members of the group.
- Teach the Bible Study or assign members of your group to teach on occasion.
- Contact potential members of the group.
- Attempt to attend at least 1 extracurricular event of each of your members once a year.
- Attend the monthly "Fusion" Leadership Team Meeting.
- You must be "Safe Sanctuary" certified.
- Youth 9<sup>th</sup>-12<sup>th</sup> grade may lead ABBS groups with the direction assistance of an adult leader who is "Safe Sanctuary" certified and a member of MTUMC.
- Youth leading ABBS groups must be active members of Fusion and their own ABBS group or another Bible study to ensure their own spiritual growth.
- Leaders (Adults & Youth) will not participate in the use of illegal substances.
- No use of tobacco products in the presence of the youth.
- Youth leaders will not participate in the consumption of alcohol at any time.

## **Sunday School Teacher**

- Sunday School Classes meet from 10-10:45AM.
- Provide the instruction for the assigned Sunday School Class.
- Pass on announcements to the students from the weekly announcement sheet that is provided each week.
- Handle immediate behavior issues and then communicate those issues onto the Fusion Office.

- Gather personal contact information on new students and visitors.
- If you can NOT attend your assigned Sunday of instruction, please contact the appropriate coordinator who will find a qualified substitute.
- Curriculum can be found in the Fusion Office is necessary.
- If you are the only adult, please keep the classroom door open.
- You must be "Safe Sanctuary" certified.

### **Regular Fusion Youth Worker**

- Have a love & true willingness for working with youth and serve as an example of one who is striving to live a life of faith.
- Attend monthly Fusion Leadership Meeting.
- Attend Fusion Leadership training events.
- Mingle with students at Fusion.
- Welcome and identify new students, visitors or inactive students who show up at Fusion.
- Attend at least 4 events that involve Fusion students outside the walls of the church or that are not Fusion events. Example: Ballgames, concerts, recitals, etc.
- Intervene in any behavioral issues or incidents that occur at Fusion, on Fusion trips, at Fusion events or any other place where Fusion youth may be.
- Communicate all behavior issues to the Fusion Office.
- Attend Fusion trips, outings, events, etc.
- Attend Youth Sunday set-ups and services.
- Lead Fusion program time if you feel comfortable and if needed.
- Fulfill the responsibilities of your chosen or assigned sub-committee.
- You must be "Safe Sanctuary" certified.

### **Youth Member to Church Council**

- Attend "Fusion" Fellowship on a regular basis.
- Attend the 6 Church Council meetings, vote and give input where appropriate.
- Must be a "Confirmed" member of Mt. Tabor United Methodist Church.
- Report meeting information back to the "Fusion" Leadership Team.

### **Praise Band Coordinator**

- Coordinate with band members weekly practice sessions.
- Keep the band on task.
- Encourage the band to introduce new songs.
- Assist in set-up and tear-down of band equipment.
- Seek opportunities for the band(s) to play in other settings beyond the weekly Fusion Fellowship.
- Find needed music.
- Assist in transportation and other needs for band events outside the church.
- Handle all aspects of preparation for Youth Sunday worship services and other events.
- Be a MTUMC member or under the direct supervision of a MTUMC member.
- Convey to the Fusion Office the need for new or extra equipment.
- Must be "Safe Sanctuary" certified.

## **Drama Team Coordinator**

- Coordinate with members weekly rehearsals.
- Keep the team on task.
- Assist in set-up and tear-down of set if one is needed.
- Seek opportunities for the team to perform in other settings beyond the weekly Fusion Fellowship.
- Find needed scripts.
- Assist in transportation and other needs for team events outside the church.
- Assist in preparation for Youth Sunday worship services and other events.
- Be a MTUMC member or under the direct supervision of a MTUMC member.
- Convey to the Fusion Office the need for new or extra equipment.
- Must be "Safe Sanctuary" certified.

## **Youth Basketball/Softball Coach**

- Head Coach must be a member of Mt. Tabor UMC or gain special approval from the Minister of Students to hold that position.
- Coordinate practice schedule. Any changes to a practice time or wanting to add another practice time must be approved through the Fusion Office and calendared with the MTUMC Main Office Calendar.
- Follow all guidelines of the league the team participates in.
- Communicate game times and practice schedules with players.
- Confirm all changes of practice times and the implementation of any other team events, gatherings or added practices with the Fusion Student Ministries Office and gain approval before following through with the idea or plan.
- Affirm all players on their participation.
- Lead by example and coach in a way that is affirming to the players on both teams.
- Must be "Safe Sanctuary" certified.
- Must lead 5-minute devotional time before each practice.
- Must hold team youth accountable for attending other Fusion fellowships, church or Sunday school attendance, etc. Players must attend any of the Fusion ministry opportunities at least 3 times per month, with at least one of those being a Sunday night Fusion Fellowship.

## **Confirmation Leadership Team**

- Welcome all youth each week.
- Collect registration forms.
- Help collect retreat money.
- Plan confirmation social events.
- Take weekly attendance and let the minister of students know when students are close to maximum absences.
- Attend confirmation retreat.
- Help supervise weekly class meetings.
- Assist the teacher when needed.
- Help find mentors and contact them for their service.
- Collect "Safe Sanctuary" forms from mentors.
- Team members must be "Safe Sanctuary" certified.

- Recruit volunteers and help in the planning of the Confirmation brunch on Confirmation Sunday.
- Be at all Confirmation Sunday events.
- Serve as an example by being an "Active" member of MTUMC.

### **Confirmation Mentor**

- Must be "Safe Sanctuary" certified.
- Make weekly contact with your confirmand. Examples:
  - Email
  - Personal or phone
  - Letter or postcard
- Attend the following confirmation events:
  - Meet Your Mentor
  - Meet Your Mentor Reunion
  - Confirmation Dinner at Tabor Table
- Have a conversation throughout the class on their spiritual growth and what does confirmation mean.
- Attend at least 1 event involving your confirmand.
- Feel free to attend a Fusion fellowship night with your confirmand.
- Hold your confirmand accountable for their participation in Fusion and their behavior in all aspects of their life.
- Serve as an example by being an "Active" member of MTUMC.

### **Van Driver**

- Must be accompanied by a "Safe Sanctuary" certified Fusion worker
- Must possess a valid drivers license
- Must be an "Approved" vans driver by the Trustees of Mt. Tabor UMC
- Must be at least 25 years of age
- Must possess current auto insurance
- Needs to make sure that no youth sits in the front seat of the van
- Needs to ensure that no more than 13 youth ride in the van
- Needs to ensure that all youth and adults are properly wearing their own seatbelt
- Must check the vehicle for any structural or safe issues prior to trip departure and upon return of any Fusion trip
- Must carry a cell phone and ensure that the phone is charges, turned on and the number has been given to the other vehicle drivers, the minister of students and the student ministries associate prior to departure

### **Andy Burton Memorial Golf Tournament Team**

- Charged with the planning and implementation of the annual Fusion fundraiser.
- Make all arrangements with the host golf course, by working with the course pro on price, food arrangements, parameters of the agreement between the ABMGT committee and the course.
- Seek donations of items such as:
  - Doughnuts
  - Coffee
  - Snacks

- Bottled water
- Etc.
- Get brochures made and passed out to youth, the church and the community.
- Assist youth in avenues for seeking sponsors and golfers.
- Keep track of all donations (material or monetary).
- Book keeping for tournament registrations and money received.
- Communicate with the Fusion administrative assistant the number of participants registered, the amount of funds collected.
- Take care of getting Tee Signage for the tournament.
- Set-up and tear-down of the tournament site.
- Pick up donations or delegate to another person these tasks.
- Take photos of the event, or delegate to the Multi-Media team to handle this task.
- Design a way to appropriately show gratitude to those who have made donations toward the tournament and those who participate in the playing of the tournament.
- Gather all needed equipment to make sure all needs are met during the tournament.

Example:

- Tables
- Tents
- Coolers
- Moneyboxes
- Change
- Etc.

## **Fusion Sub-Committee Members:**

### **Food Committee**

- Coordinate all special meals involved with Fusion. Delegate among the sub-committee members the tasks of shopping, set-up of tables, cooking, pick-up of food, clean-up and tear-down teams and more.
- Communicate all details to the Fusion Office.
- Turn in all receipts for reimbursement even if you wish to donate the items.
- Direct youth and other adults to support the event.
- Seek assistance for the Fusion staff whenever needed.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.
- Example of special meals:
  - Parent/Youth Nites (August and January)
  - Young at Heart Valentine's Luncheon (February)
  - Graduate Luncheon
  - Operation Serve Key Supporter Dinner

### **Publicity**

- Change Fusion bulletin boards each month with updated information
- Place event posters and other publicity items around the church, in approved areas.
- Come up with new and innovated ways of spreading the news of upcoming Fusion events inside and OUTSIDE the church
- Work with the Multi-Media team to provide the best possible publicity avenues.
- Report work at the monthly Fusion Leadership Team Meetings.

### **Missions**

- Come up with ideas for more local mission opportunities.
- Work with the Fusion staff on events such as Operation Serve:
  - Identifying worksites
  - Set-up work teams
  - Transportation
  - Equipment needed
  - Fundraising packet preparation
- Help plan the middle school mission trip.
- Help plan the annual senior high mission trip.
- Help coordinate the collection and delivery of Christmas gifts collected at the Fusion Christmas Party.
- Help coordinate the collection and delivery of Operation Christmas Child shoeboxes each November.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

### **SWAT Team (Special Welcome And Thanks)**

- Identify 1<sup>st</sup>-time visitors to Fusion Fellowship.
- Collect an "Information" card from those students.
- Drive to their house and drop of a "SWAT" bag of goodies (during Spring, Summer and early Fall) or give them the bag directly during the late Fall and Winter months.
- Let the Fusion Office know when supplies are low and what needs to be replenished.

- Give the info card to a Fusion staff person.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

## **Spiritual Growth**

- Express ideas for program ideas with the Fusion youth pastors.
- Help plan and lead the Spring Retreat.
- Come up with ideas and resources that can be used for small group events, ABBS, etc.
- Identify and research information on possible spiritual growth events such as ladies only events, etc.
- Work with the "Worship" sub-committee on ideas for Youth Sunday events, youth commons design, art & more.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

## **Fundraising**

- Work with the Mission sub-committee on the coordination and fundraising aspect of Operation Serve.
- Work with the Andy Burton Memorial Golf Tournament Team on all aspects of the annual tournament to support them as they plan, publicize, and supervise the tournament.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

## **Worship**

- Come up with ideas for youth worship services to happen during the regular Fusion fellowship times. These do not need to be held only in the Fusion "Youth Commons" but can take place at other places around the church or at locations off-site.
- Work with the "Spiritual Growth" sub-committee on the several Youth Sunday worship services that take place annually.
- Come up with themes for these services.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

## **Multi-Media**

- Identify and train youth to lead the multi-media equipment, video editing, shooting video footage, taking photos of youth events and youth involved in the community.
- Brainstorm and make reality ideas for creative video publicity for major Fusion events such as:
  - Fall Retreat with Tsunami Ministries
  - Spring Retreat
  - Hoop-4-Him Basketball
  - Hits-4-Him Softball
  - Summer Camp
  - BIG Mission Trip
  - Operation Serve
  - Andy Burton Memorial Golf Tournament
  - Others as identified
- Gather photos and make the annual "Senior" video.
- Return those photos to the appropriate families.
- Handle all sound and multi-media needs at the weekly Fusion Fellowship and other events such as:

- Parent/Youth Nites
- Youth Sunday
- Others as identified
- Make sure that sound and other media needs are met for all Fusion functions such as:
  - Young at Heart Valentine's Luncheon
  - Special meals
  - Others as identified
- Update the Fusion website.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

### **Compassion Café**

- Hours of Operation: Sunday evening
  - 6PM                Staff shows up to get ready for service and stock if needed.
  - 6:15PM        Open for Business
  - 7:15PM        Closed for Business & begin restock
- Coordinate all volunteer staff for the café.
- Purchase needed supplies and turn in receipts for reimbursements.
- Stock the café.
- Cook the items and deliver the items to those who made the purchase.
- Count money collected.
- Lock the moneybox in cabinet to then be collected by the Fusion administrative assistant.
- Report progress to the leadership team at the monthly Fusion Leadership Team Meeting.

### **Fusion Fellowship Set-Up Team**

- Make sure the couches are rolled in and out of the Youth Commons for the weekly Fusion Fellowship time
- Make sure floor lamps, candles and other items are in place prior to youth arriving at 6:30PM
- Come up with new and creative ideas on the space set-up and design
- Cleaning and organizing the Youth Commons closet quarterly
- Make sure that brochures, permission slips and other promotional items are stocked and switched out as needed
- Vacuum the floor as needed
- Take out the trash from the Compassion Café each week