



# ADULT LEADER GUIDE

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Life-changing mission trips with teenagers could not happen without you. That's why we are excited that you'll be playing the crucial role of Adult Leader this summer. Taking a week out of your summer is a sacrifice, but as you learn and serve alongside youth, we hope it will also be a deeply rewarding experience.

*To be prepared, please take time to read and understand all the information in this packet.* We realize there's a lot here, but we want to prepare you as much as possible for this leadership role.

## What's the purpose of this guide?

The purpose of the Adult Leader Guide is to give you a fuller understanding of the YouthWorks mission trip experience and how to be successful in your role during the week.

## What's in this guide?

This guide contains really great information that will help you, as an Adult Leader, know what to expect for your YouthWorks week. It also will let you know what your students can expect and how you'll be able to engage and lead them during the week. The following information is included:

- General Preparation Info (page 2)
- YouthWorks Overview (page 3)
- Typical Daily Schedule (page 4)
- Programming and Service During the Week – an overview of the type and purpose of service experiences you can expect (page 5)
- Safety and Policies (page 8)
- General Preparation Information
  - Youth Covenant (page 11)
  - Adult Leader Covenant (page 12)

Your preparation will directly affect your students' experience, so thank you in advance for the time you are taking to prepare for your mission trip.

## Who is this guide for?

If you are an Adult Leader taking teenagers on a YouthWorks trip, this guide is for you.

# GENERAL PREPARATION INFO

We want you to be successful and effective in your role as an Adult Leader! Our best advice to help you along that path is this: Prepare well!

Solid preparation happens well before you pack your bags. Building relationships, setting expectations and understanding roles starts now! The fact that you are carefully reading this Adult Leader Guide means you're headed in the right direction. The following are a few more steps toward preparing well for your trip.

## Team Prep

You are joining a team of adults and teenagers who are coming together to accomplish something. As with any team, group preparation and relationship-building are important parts of preparing for the big event. Make it a point to start building relationships with teenagers and fellow leaders now, before the trip. Attend and participate in team meetings. Ask your Trip Leader if there are other ways you can support the trip preparation process.

## Student Expectations

As an Adult Leader on the trip, it's important for you to understand what we've asked youth to agree to. That's why, on the second-to-last page of this guide, we've included a copy of the Youth Covenant, which we ask all students to sign as part of their online paperwork. Please read through it so you can encourage students in creating an environment that is both safe and supportive for everyone involved – that includes Adult Leaders, students, YouthWorks staff and community members.

We've also provided a packing list for students and leaders as they prepare for the trip. All participants have access to this once they register for the trip at [go.youthworks.com](http://go.youthworks.com). Our expectation is that students will use this list to pack for their trip. Please read this information so you can support and plan accordingly.

## Adult Leader Expectations

Understanding what success looks like is important. That's why we've created an Adult Leader Covenant – to give you a big-picture sense of what your role looks like. Think of it as your job description. And remember, this overview of your role starts now as you come alongside students in preparing for the trip. The Adult Leader Covenant is on the last page of this guide. It's also part of your online paperwork. After you've read the rest of this guide, please take additional time to understand each of your roles listed in the covenant.

## Expectations of Our Staff

You have a huge support team beyond the people coming with you in the vans. Our Service Center works with your Trip Leader all year, your Trip Leader has access to an online Mission Trip Library full of helpful resources, our full-time staff are praying for you and our summer staff at your site have been thoroughly prepared to welcome you on site. We have carefully selected our summer staff and we hope you take the time to hear their stories and encourage them on site. Just think, some of the youth on your trip may be summer staff one day! We invite you to care for your summer staff team as they grow as leaders and live into our value of development. They're looking up to you and can learn so much from the way you serve and lead during your mission trip.

# YOUTHWORKS OVERVIEW

YouthWorks is both a youth ministry organization and a missions organization. For over 30 summers we have invited churches on mission trips, with the purpose of helping middle school and high school students experience more about Jesus' love through service. And we've done this in incredible communities, including the one you'll be going to! Every summer, thousands of youth and adults join us at our mission sites in various communities in North America.

## Our Work and Ministry

We believe Christ-centered mission trips disciple students, develop leaders and serve communities. The "works" in our name is about what God is doing in the lives of people – teenagers, staff, community members and Adult Leaders, like you. We desire to be Christ-centered in everything we do, and we believe the most important thing in life is to live out the love of Christ with each person God puts in our path. These relationships are more important to YouthWorks than any physical work we could accomplish.

We believe that relationship-building is key to sharing Christ's love. The programming we run and the projects we do may someday be forgotten, but the relationships you develop within the community and with youth and other Adult Leaders will be a vehicle for meaningful, lasting ministry. It's our desire to provide an experience that will foster opportunities for reciprocal relationships and ministry – and for a unified body of believers to come to fruition (1 Cor. 12:12–26).

## Our Model of Ministry

YouthWorks is a multi-denominational organization, and we realize that varying denominations approach evangelism in unique and often very different ways. Many of our YouthWorks communities, perhaps including the one you will be a part of, have seen a great deal of aggressive Christian evangelism. It is because of this that, while we encourage participants to be open about their reasons for serving as well as in sharing their faith, we believe that this sharing is most meaningful when it is done within the context of relationships that have been built during the week. This is a method known as servant evangelism; we serve as the hands and feet of Christ, and in turn, God uses us to impact others for the Kingdom.

We also want to emphasize that you may be exposed to Christian practices and spiritual beliefs in the community that could be very different from yours. Because of that, there will be an opportunity at the end of each day in Church Group Time, within the context of your own faith tradition, to process with your youth all they have seen, heard and experienced. Our hope is that you would understand these experiences in the community as teachable moments that allow you to enter into meaningful conversations with your students about their own beliefs and convictions.

If you want more information about YouthWorks, including how we embrace multi-denominational ministry, go here:  
<https://youthworks.com/about-us/>

For more information about why we do mission trips, visit our website:  
<https://youthworks.com/about-us/why-mission-trips/>

To read our Purpose, Vision & Values, please click on the following link:  
<https://youthworks.com/about-us/purpose-vision-and-values/>

For a sneak peek at our summer theme and your role in our thematic programming, go here:  
<https://youthworks.com/theme-intro>

# TYPICAL DAILY SCHEDULE

*This schedule is an example of what you might expect on a YouthWorks site. Because every community is different, the schedule may vary at some sites and on certain days.*

## SUNDAY

### 4:30–6:00 P.M. SUNDAY ARRIVAL

Our staff are excited to welcome you to site! When you arrive, staff will help you move in and get settled. The Site Director will collect paperwork from Trip Leaders, and Trip Leaders will split their students into ministry crews for the week.

### 6:00–10:30 P.M. SUNDAY EVENING

Once all groups have arrived, dinner will be served. Adults will eat dinner with the Site Director and will go over Adult Leader introductions. After cleaning up the meal, both adults and students will have orientations where they will learn more about what to expect during the week. A large group time called The Gathering will start around 9:00 p.m. and Church Group Time will follow.

## MONDAY THROUGH THURSDAY

### 7:00–8:15 A.M. EAT BREAKFAST & PREPARE LUNCH

All crews will help with the preparation and cleanup of meals at different times throughout the week. A staff member will always be present to help students as they serve each other in this way. During breakfast, students will also put together bag lunches to take with them to their service sites.

### 8:15–9:00 A.M. MORNING DEVOTIONS

Every morning, students will have time to connect with God and process the week. To help in this process, each student will receive a YouthWorks Trip Journal, a resource that will connect students with Jesus and their experience during the week; it does this by using the YouthWorks summer theme. To help leaders further process devotion material and for leaders who want to lead small group devotions, we'll provide a Small Group Devotion Guide.

### 9:00 A.M. – 3:00 P.M. MINISTRY DAY

After a brief circle-up time, crews of youth and leaders will depart for ministry sites. (These crews, selected by Trip Leaders, will be together all week at service sites as well as for some meal and cleanup crews.) YouthWorks staff will give orientations for service sites, helping students and adults better understand how they will be serving the community each day.

### 3:30–5:30 P.M. SHOWERS / FREE TIME

These times may vary by site.

### 4:45–5:15 P.M. ADULT LEADER MEETING

Each day, Adult Leaders will attend a meeting with the Site Director. This time allows the Site Director to hear how things are going and communicate what happens next. It's also a great time of processing and sharing. (At some sites, this meeting time may occur before or during breakfast instead of the afternoon).

### 5:30–6:30 P.M. DINNER & DINNER CLEANUP

A crew of students will help prepare dinner each night, and a different crew will help clean up.

### 6:30–8:30 P.M. \*EVENING ACTIVITY

Evening Activities will help students interact with the community through cultural, educational and fun activities that engage the whole group. Some activities occur in the afternoon before dinner.

### 8:30–9:30 P.M. THE GATHERING

The staff will host a large group time of processing the day, worship and reflection. Along with morning devotions, The Gathering will further develop the week's theme, with the purpose of connecting students' mission trip experience with God and with life back home. Our goal of The Gathering is to set you up well for Church Group Time.

### 9:30–10:30 P.M. CHURCH GROUP TIME

After The Gathering, each church group will get together in their own space to process the day and discuss the day's theme. YouthWorks considers this the most important programmatic aspect of the day. We will provide each group with a Church Group Time Guide, which contains questions and ideas to help the Trip Leader facilitate this time.

*\* Some sites include one Option Night, when during a portion of the afternoon or evening church groups can choose between additional free time or activities in the community provided by YouthWorks staff.*

## FRIDAY

Although Friday departure varies by site, groups will typically pull away between 8:00 and 9:00 a.m. Before departure, groups will load their vehicles, help clean the housing site, eat breakfast and have a short send-off time to close out their week.

# PROGRAMMING & SERVICE DURING THE WEEK

Programming during the YouthWorks week includes everything from making meals and cleaning bathrooms to serving the community to learning about Jesus during The Gathering. We are intentional with what we plan because we want all the activities in the week to be opportunities for ministry to take place, whether it's between you and your students or your group and the community. In everything, our desire is to point your youth toward deeper relationships with Jesus, each other and the community. One of the big ways you can help us do this is to be familiar with our summer theme – check out how by visiting <https://youthworks.com/theme-intro> (video available in the spring).

Each week all the participants on site will be divided into crews. Those crews define what, where and with whom you will be working during the day. The crews are also assigned to lead specific site tasks throughout the week. Those tasks include breakfast/lunch prep, dinner prep, meal cleanup and building cleanup.

There are three types of serving opportunities in the community that your group may be a part of, depending on the site you go to: Service Partnerships, Work Projects (minor home repair) or Kids Programming. It is always our desire to do work in partnership with the community. We ask that you come with a willing and flexible spirit and encourage your youth to do the same.

## Service Partnerships

YouthWorks partners with organizations that are serving the needs of people within the community. Our partnerships include working with children, the elderly, individuals with special needs, and people who are homeless or in transition, as well as serving through hands-on labor with food banks, community gardens and neighborhood revitalization projects. While we place a priority on relational service opportunities, we are also pleased to serve behind-the-scenes through manual labor; oftentimes, that is where our help is needed most. Be prepared to experience both relational and behind-the-scenes service.

### What is the responsibility of Adult Leaders at Local Service Partnerships?

- Help youth connect, interact with and engage with community members.
- Cast vision for service projects that may seem mundane or unglamorous.
- Serve alongside youth, encouraging them to step outside their comfort zones.
- Look for teachable moments. It is not only our desire to serve, but also to learn. We know that we can learn a lot about the community we're serving from those who do it every day.
- Help maintain relationships with partners by being respectful of their schedules, arriving on time and remaining at the site for the entire scheduled time.
- Help your students process their service experiences by asking good questions.

### Where will we serve during our mission week?

You will not know specifically where you will be serving until the day you arrive at your site. We will make an effort to give every participant an opportunity to experience service with at least two different local partners, although we have found that it is more beneficial to some local partners to have the same volunteers each day, all week long. This allows participants to build stronger relationships and develop a routine. YouthWorks staff will explain the week's ministry schedule when you arrive on site.

### Do we work with only Christian organizations?

We love to partner with organizations that have a faith-based focus, but we also value what other non-profit organizations are doing in the community. Our hope is to provide volunteer support to local organizations that share our desire to love and serve the people of the community. We want to be part of the story of what God is doing in a community, whether that work is being done through a secular or faith-based organization.

### Will our group be serving together, or will we be split up?

If your group is larger than seven people or has more than two Adult Leaders, you will most likely be split into different work crews for the week. Each work crew will have anywhere from 7–15 people with 2–4 Adult Leaders, depending on the needs of the service partners, the size of the group on site, and the number and size of vehicles available.

## Work Projects

Work Projects are a tangible way for you and your youth to serve the community through painting, light weatherization of homes or other simple projects. Our goal with Work Projects is to create a meaningful work experience where youth can make a difference with their skills and abilities while building relationships with families and neighbors.

### What kind of work will we be doing?

We seek to meet needs in the community through various types of Work Projects. Ultimately, we want to do projects that are at, not above, your teenagers' skill level. This allows youth to take ownership of a project. Although we often paint homes, other projects may include yard work, community beautification, building cleanup, minor home repair or any other project that will serve individuals in a community.

When we do paint homes, a painting project often consists of scraping old paint, filling holes with insulation, caulking windows and applying a fresh coat of paint. You may be involved in a small part or all of the painting process and may or may not complete an entire house during your time. Painting is a relatively easy task and is something youth can do successfully. Done well, it can create a real sense of pride both in the painting crew and the homeowner.

### Will there be a supervisor on site with us?

YouthWorks hires and trains Work Projects Coordinators to set up and supervising work projects. Because there will likely be multiple work projects running at once, the staff will not be on your site with you the entire time. Rather, they will check in with you at various points throughout the week. You will also receive an orientation and training before arriving at your Work Projects site.

In some communities, we partner with existing home repair or hands-on service organizations who may plan and/or lead these projects for your group instead of a specific Work Projects Coordinator. In this scenario, you would still have a YouthWorks staff member who is your point person during the service day.

### What is the responsibility of Adult Leaders at Work Projects?

Adult Leaders have three main roles on a Work Projects site. The first is to watch for safety. Safety is our number one priority in all aspects of your mission trip, including on project sites. Additionally, Adult Leaders oversee all aspects of the work project. Our hope is that the youth will take leadership of the work and of the site, but as the adult you are ultimately in charge. Lastly, the role of Adult Leaders is to work alongside the youth. By participating with students, you will have an incredible opportunity to serve the community in a very tangible way as well as opportunities to build some great relationships with the youth you are working alongside.

### What types of relationships will we get to build on our Work Projects site?

Relationships are important! At Work Projects sites, we find that great conversation can develop with students when standing side-by-side painting a house. Since your work crew will likely be made up of people from at least two different churches, you have the great opportunity to get to know people from a different church and perhaps even a different part of the country. Additionally, our desire is that you also get to know the people you are serving. We seek Work Projects partners who can be present with the work crew as much as possible, although health issues or work schedules may limit interactions. As visitors in the community, you and your youth have the opportunity to build these relationships – but do so humbly, understanding that cultural, economic and other barriers are factors to be considered.

## Kids Programming

In some communities, groups will have the opportunity to partner with churches or other organizations that work with children in the community such as a VBS or a Boys and Girls Club. Because each community is unique, each kids program will look a little different. You will learn more about the specifics of your service day after arriving in the community.

### What role do Adult Leaders have at sites with Kids Programming?

The role of an Adult Leader on any service site is multi-faceted. As an Adult Leader you will always be a safety champion, committed to upholding safety at every service location. While serving at a kids program, Adult Leaders can motivate students to lead and engage with the community kids. Each day, Adult Leaders can help their students process their experiences through asking questions.

- **Encourage** – Your youth will have the opportunity to interact with kids and be stretched in their leadership! As an Adult Leader, your role is to encourage and empower them as they help in whatever way is requested by our partners – anywhere from playing games and facilitating crafts and activities to leading songs and reading with kids.

- **Supervise** – You will help provide a safe environment by being extra eyes for safety. You will aid youth and kids in following safety expectations and boundaries.

### Are the kids programs faith-based?

We partner with organizations in the community who are providing a safe place for kids to spend their days during the summer, and we are happy to assist them however we can. We love to partner with organizations that have a faith-based focus, but we also value what other nonprofit organizations are doing for children in their communities. Our hope is to provide volunteer support to organizations that share our desire to love and serve the kids in the community.

We are blessed when we can be part of the story of what God is doing in a community whether the work is being done through a secular or faith-based organization. At any of these partnerships, the way that you interact with and listen to the kids will demonstrate God's love for them.

### How can we prepare for Kids Programming?

The best way to prepare is to come with an open heart and mind and be willing to serve in any way that supports community kids.

Your Trip Leader will find out more specifics about what service will look like during your mission week when they have a pre-trip call with the Site Director. Once you're on site, your group will learn the specifics of where you will be serving for the week. A community may have kids programming as one or more of their service opportunities, but there is no guarantee that your group will be serving there while on site. Again, the best way to prepare for service is to come with an open heart and mind.

## Discipleship Programming

We know that any moment could be a great time for participants to learn and grow in their faith. If you need some guidance on how to be a part of this, you'll get a resource at your site on how to have those conversations called the Make You Look Good Book.

YouthWorks also has several spaces in our schedule when we intentionally pause from serving to connect with God and each other. This happens formally during morning Devotions, The Gathering and Church Group Time. While we pour our hearts into setting up these times well, we rely on you to know where students are at and walk alongside them as they process, learn and grow. It truly is a partnership where we aim to set you up well to take students deeper with the Lord.

# YOUTHWORKS SAFETY & POLICIES

## On-Site Safety

Safety is of the utmost importance to our organization. Please know, if we felt that participants were to be in danger in a community, we would cancel the trip or move to a different location. We want participants to be safe throughout the entire week, and we want parents and church leadership to know that we take every precaution to ensure safety. We also do rely on Adult Leaders and youth to help the YouthWorks staff in maintaining the safety policies and procedures for their mission week.

Each community we serve has three to four summer staff who live in the community all summer. The relationships they continue come from the work of our full-time, year-round Mission Team. This team develops and maintains relationships in communities throughout the year.

When groups arrive at the mission site, the staff leads orientation meetings explaining the following:

- The community participants will be serving
- The boundaries of the housing site (including appropriate behavior at the housing site)
- The Three-Together Rule – YouthWorks requires that student participants always be in groups of three or more. Any time participants leave the boundaries of the housing site, they must have an Adult Leader or a YouthWorks staff member with their group.
  - Adult Leaders should always know where their youth are, and have eyes on them as much as possible to ensure safety.
- Appropriate behavior on a YW trip: One of the ways we set expectations and educate participants on healthy behaviors is by reading a statement, “Safety & Appropriate Behavior at a YouthWorks site.”
- Fire evacuation and other procedures applicable to the area they are in
- Policies around COVID-19 Safety (you can find more information about this at <https://youthworks.com/covid-proofing-trips/>)
- Any other site-specific safety boundaries

Additionally, we are very aware of the atmospheres in the neighborhoods in which we work. We have secure housing for our participants and our schedule does not take us out late at night. Our program is conducted within very solid boundaries and in communities where we are known and welcome.

The summer site staff will supply your group with phone numbers and addresses of local medical facilities. The participant release form filled out by each youth and Adult Leader is sufficient for entry into a U.S. emergency room. Every staff member at YouthWorks is CPR and First Aid certified and has completed a MinistrySafe course. Additionally, each staff member has gone through an intensive application process and has had a thorough background check completed.

## Food Preparation & Food Allergies

All groups who come to the site participate in the preparation and serving of meals and cleanup. This gives youth an opportunity to serve one another and share the responsibility of the housing site. A YouthWorks staff member or trained YouthWorks volunteer will be present in the kitchen for all meal preparations. YouthWorks provides breakfast, lunch, dinner and multiple snacks each day.

Due to the nature of large group meal preparation, we cannot guarantee a participant will not be exposed to any certain food. Nor can we promise to have exactly the right food to meet every special dietary need. For those participants who are gluten-free, YouthWorks will provide GF bread, GF pasta and GF cereal. We also provide a non-dairy milk option.

Navigating the ingredient lists and having access to the correct foods invites too much room for error for staff that don't know and understand required diets. **We recommend that participants with severe allergies or special dietary needs bring supplemental food for the week.**

## Packing List

YouthWorks has a packing list that we ask Adult Leaders and youth to use while packing for and on the mission trip. The packing list has some items that are required for safety, like closed-foot shoes for the kitchen and worksites. You can find this packing list at [go.youthworks.com](https://go.youthworks.com).



## Money and Valuables

You and your students may choose to bring a small amount of spending money for souvenirs, and we encourage you to bring money for [YouthWorks Store merchandise](#). For some sites, we also ask each person to bring up to \$10 for an activity during the week. We encourage participants to leave valuables at home. Please remind all participants to always keep cash and valuables in a secure location. YouthWorks cannot be responsible for lost, damaged or stolen items.

## Student Cell Phone Use

While we have asked students to consider leaving their cell phones at home, we know that most students will still bring them. We simply ask that cell phones are only used during specific times of the day, such as free time or van rides. Cell phones should never be used during the ministry day or in sleeping rooms, showers or changing areas for privacy reasons. We know that cell phones also serve many purposes and are used as cameras, alarm clocks, bibles, etc. We ask that you help your students limit their cell phone use to these parameters.

We understand that churches may have varying expectations around cell phone use, and we suggest that all the Adult Leaders get on the same page at the beginning of the trip.

## Shower Policy

As a rule, we do not allow youth and Adult Leaders to take showers at the same time. Students will still be supervised by having adults in the general vicinity of the shower area in case of an emergency. If students do not have private shower stalls, they must wear swimsuits while showering.

## Bullying, Harassment and Abuse Policy

YouthWorks prohibits sexual harassment, harassment, bullying and physical and/or sexual abuse on or off the YouthWorks premises or in the course of YouthWorks activities or ministries. YouthWorks will investigate any allegations of such misconduct in accordance with applicable law. YouthWorks will not retaliate against the reporting person. Though requirements vary state-to-state, YouthWorks considers our staff and Adult Leaders mandatory reporters of abuse or neglect of minors. Our staff are trained through [MinistrySafe](#), and we recommend groups complete this, or a similar training for their adults.

## Alcohol, Drug and Weapon Policy

Alcohol, illicit drugs including marijuana and weapons are strictly forbidden at YouthWorks housing, work and ministry sites. Anyone (leaders/youth) in possession of such items will be sent home immediately. To ensure the safety of your youth, we request that any prescription drugs and other medications be held in the custody of one of the Adult Leaders from your group.

## Discipline

YouthWorks staff and Adult Leaders from other groups will leave the discipline of your youth to you. Likewise, we ask that you leave the discipline of youth from other groups to their leaders. Remember that other youth leaders may discipline their youth differently than you do at your church. In the situation that a student or Adult Leader is bullying, harassing or abusing another person or if a student or Adult Leader brings alcohol, drugs or a weapon on the trip, the person involved will be transported home immediately at their own expense or the expense of their parent or guardian. We sincerely hope that such a problem never occurs. Our intention is to work closely and prayerfully with Adult Leaders in making such a decision.

## Background Checks

To promote a safe environment for YouthWorks participants and for the communities that we serve, **we require that an annual federal and national ("multi-state") background check and sex offender registry check be completed on all participants 18 and over, including Adult Leaders and youth attending the mission trip.** Knowing that all adults are getting background checks will give peace of mind to community groups and other groups that will be part of the trip. It will also fulfill requirements from ministry partners that want background checks completed on adults who will be volunteering at their organizations. Your Trip Leader will be conducting checks on all adults. If you have questions, please ask your Trip Leader.

## Contacting a Participant While on Site

YouthWorks provides Trip Leaders with a 24-hour emergency line to give their church or parents in case a student needs to be contacted. We also encourage Trip Leaders to set up a contact process with parents before the trip so parents understand if and how they will receive updates throughout the week.

## Driving Throughout the Week

Each church is responsible for transportation throughout the week. This includes not only transporting your youth and leaders but also may include transporting other churches' youth and leaders to the service locations. During the day, you may be at one place all day or serve at one place in the morning and a different place in the afternoon.

In the evenings, you will provide transportation for students to evening activities. We will provide addresses to each location, including addresses for the nearest medical facilities. If a GPS signal isn't available in your community, written directions will be provided.

We know that everyone has different levels of comfort when it comes to driving and parking. Because you will be in unfamiliar places, please work together with your Trip Leader before the trip to determine who is comfortable driving, parking and leading in this role. It is very easy for the transportation aspect of your trip to become stressful, and, in some cases, it can change the whole tone of your experience. We don't want a bad driving experience to negatively impact your overall experience! Be prepared to be flexible in this area. Directions change and construction happens, but these things don't have to get in the way of a great mission trip week.

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Maybe you're really excited to be an Adult Leader on this trip. Or maybe this is a big step out of your comfort zone. Wherever you are coming from, it's OK! Trust in what God is bringing you into. You have an incredible opportunity to walk alongside teenagers in an experience that may just change their lives. What a privilege!

As God uses you to work in the lives of students, watch for the ways God is at work in your own life too. Come alongside students and share in this experience – in love, in service and in continued growth toward Jesus.



# YOUTH COVENANT

*You're about to meet some new people in a new place and hopefully learn some pretty incredible stuff!* But before you do, there are a couple things we want everybody to agree on, so your trip will be the best it can be. We've thought carefully about what's important for everyone to see eye-to-eye on and listed those things below. These expectations will help to make this experience meaningful, fun and safe for everyone – and by “everyone,” we mean YouthWorks staff, community members, Adult Leaders, other students and, especially, you!

All participants will sign this covenant online before their trip, agreeing to respect the community they are serving and committing to be a team player in your group. This version is for your reference. Please read this covenant carefully so you understand YouthWorks policies.

- I agree to look for ways to serve others with a joyful attitude, so I can help people like Jesus did. I understand that I am on the trip to serve God, help a community, build new relationships and learn new things. I agree to come prepared to do just that!
- I am aware that my actions affect people other than just me. I will not bring or use any weapon, alcohol or substances during my mission trip week.
- I want to stay focused on the people and experiences in the community I will be visiting. Because of this, I will consider leaving my cell phone or other electronic devices at home. If I choose to bring them, I understand that my use of them will be limited, and I will risk theft or loss. I understand that my parents will be given instructions on how to contact my Adult Leaders in case I need to be reached.
- I want to respect the people around me, so I agree to bring clothes in line with YouthWorks' “Clothes to Pack” list.
- I agree that this mission week is a group experience. I'll be in different group settings all week. Because of this, I will do my best to build community, create relationships, be welcoming and include others. I agree to treat everyone – leaders, staff, other students and community members – with the utmost respect.
- I realize that there are adults in my life and on the trip who care about my well-being. Plus, I want to be safe! So, I agree to stay within the designated YouthWorks boundaries, follow rules at ministry sites, stay in groups of three or more, respect gender-specific areas (sleeping rooms, restrooms and showers), and refrain from using my cell phone in these areas due to privacy concerns.
- It matters how I treat people's things, so I agree that I will respect the property of all participants, the community members and the housing site where we stay. My actions will show my love for Jesus and others. I will keep in mind the purpose of the trip and my job of representing Jesus to the community.

*I agree to follow all the above expectations because I want to be safe, love others and represent Jesus well at all times.*

*I understand that if I do not respect this covenant and the guidelines and expectations that YouthWorks has established for my safety, I may be sent home from the mission trip at any time at my own expense.*



# ADULT LEADER COVENANT

*Welcome to YouthWorks! We appreciate the sacrifices you have made to be here. Your role as an Adult Leader is very important this week. Your attitude and leadership are critical in making this experience Christ-centered and life-changing for your students. That's why this week we're asking you to:*

## ENGAGE STUDENTS as a...

**Processor** – As your students interact with the community, each other and Jesus, there will be much to process. By asking questions – then asking more questions – you'll help students internalize the experience. Changed lives come from changed hearts, and this can't happen without thoughtful reflection. Your role as processor is crucial!

**Participant** – By actively participating in activities, service and conversations you'll not only deepen your experience, you'll show teenagers that these experiences are worth being involved in. Interact, serve and participate with students, and you will both set an example and set yourself up for incredible interactions.

**Team Player** – You'll be on many "teams" during your mission trip. Realize that others may have different needs and come from different backgrounds. Choose to make every effort to be respectful and conscientious of those you share the week with. Recognize that your ministry extends to your teammates.

**Motivator** – Teenagers need your words of encouragement. As you serve alongside students, use your language to uplift them. Help students understand the importance of what they are doing and, at the same time, challenge them to step outside their comfort zones in the way they work and the people they interact with.

## LEAD STUDENTS as a...

**Servant Leader** – Look for opportunities to serve each other, the students and this community. You may be asked to do something that is out of your comfort zone. Be flexible and approach every task with a willing heart.

**Communicator** – Be proactive about communicating questions and concerns with the YouthWorks staff. Attend Adult Leader meetings and work with the YouthWorks staff to make the ministry days as effective as possible.

**Tone-Setter** – Your youth are watching how you respond to things on your trip – the fun things, new things and challenging things. Being patient, flexible and positive in the way you respond will positively impact their week.

**Activator** – Rally the "troops" by helping everyone to be on time for meals, leaving for ministry sites and activities, turning lights out, and so on. Be positive as you encourage students to jump in.

## DIRECT STUDENTS as a...

**Safety Champion** – Safety is top priority. You are crucial to helping us keep your students safe. Help your group stay within boundaries, stick together, stay hydrated, wear their seatbelts and follow other safety guidelines.

**Expectations Advocate** – All students signed a Youth Covenant. Please do your part in making sure students are upholding these expectations, including clothing expectations, and are conducting themselves in a way that honors God, themselves and others.

In all these roles, we need your help putting Jesus at the forefront. Seek to exemplify Christ in your attitude, actions and speech. Your spiritual leadership is vital to your youth's experience.

All Adult Leaders will sign an online version of this form, acknowledging that they agree to meet the expectations of this Adult Leader Covenant and have read the Youth Covenant and agree to help hold your students accountable to the listed expectations. This copy is for your reference.

Thank you for taking this week to invest in your students and the community.  
We look forward to serving with you!