

TEEN MISSION: Description of Positions

* = Quick

reference numbers

- 🕒 *General Director: Organization & paperwork... Have question or problem; Don't know who to call; Want to pass the buck; I'm your gal: (219) 869-8673 (Cherie')
- 🕒 *Advisor for Legal, Behavioral Issues & PR: Individual who is familiar with legal issues, our counseling liaison & general supervisor over communications. In situations of possible legal implications, he is your first call, (unless there is an health emergency) Kenin Smith – (219) 869-9623
- 🕒 *Site Coordinator: General supervisor, Designer, and Coordinator over all sites. Questions & difficulties at the site or skilled staff questions and help: Bryan Burton- (219) 869-9538
- 🕒 *Food Coordinator: Supervisor over all planning, organization, and distribution of meals. Operational treasurer Tammy Culp- (219) 869-0921
- *Head Nurse & Medication Supervisor: A 24 hour job which includes dispensing medicine, carrying all medical information and extra First Aid supplies. Attends and brings TM Health Forms to ER visit if necessary, (Though we pray it is never necessary!). Mary Ratcliff- (219) 964-8217
- 🕒 Staff: All adult workers over 18 who fall within the guidelines of TMJC Staff and are capable of supervising a group of teens. Guidelines:
 - ✓ A reputable Christian leader with
 - ✓ Confirmed, clear background check
 - ✓ Signed contract of conduct to which they agree to uphold signed standards
 - ✓ Reference from a spiritual mentor if applicant is outside the TM area or it is their first year to serve at TM.
- 🕒 Assistant: Any adult individual who wishes to assist in the ministry of TMJC in a specific, singular capacity.
- 🕒 Ministry Head: Designated Individual for each ministry involved with TEEN MISSION to whom all questions and problems are addressed for the individual ministry concerns.
- 🕒 Tracker: Individual who locates items and people and transports them to the proper location. All report to base (Hope Community building) at 9am unless scheduled otherwise.
- 🕒 Family Head- (Aka: Heroes of TMJC): Staff person(s) who leads and cares for their family group in all activities including: Work sites, vehicles, family time discussions & leading family in all chores/duties
- 🕒 Co-Family heads: Individuals who have shown the leadership and dependability to assume full leadership of team with another Family Head. (18+ years old)
- 🕒 Assistant Family Head: Individuals who, as second in leadership, can help lead a family with designated family head. (17+ years old)
- 🕒 Speaker: Individual ministry's choice to represent them and preach for worship services

🕒 Band: Musicians invited not only for their talents, versatility and more importantly their devotion to glorifying the Lord through their musical gifts.

🕒 Jr. Staff: Students 16-21 who:

- Have also displayed leadership, diligence and devotion to the Lord required of the adult staffand
- Have attended a full week of TM as a participant. (These young people also supervise SOLO participants)

🕒 “Chain of Command”

- **Health Crisis** → **Call 911** → then call Nurse → then General or Legal director. (Ambulance → # 964-8217 or 819-0242 → then Cherie Smith or Kenin Smith)
- **Interpersonal Issues: Family Head** → **General or Legal Director** → **Ministry Head** → **Guardian** 219-869-8673 **or** 219-869-9623

Required TEEN MISSION Paperwork

Position	Age requirement	Required Paperwork
Participant	Graduate of 6 th grade to 18	<ul style="list-style-type: none"> ○ Participant contract ○ Medical form ○ COVID / Lice form
SOLO Participant	Graduate of 5 th grade and above who has never attended TM	<ul style="list-style-type: none"> ○ Participant contract ○ Medical form
Adult Staff	19 plus (18+ if prior experience as a leader in good standing)	<ul style="list-style-type: none"> ○ Staff contract, statement of faith ○ Medical form ○ Background Check ○ Signed Core Belief Agreement*
New Staff		<ul style="list-style-type: none"> ○ The above for Adult Staff plus ○ Reference from a spiritual leader (This is required IF it is their first year of service)
Jr. Staff	16+ plus (TMJC 1 year experience preferred)	<ul style="list-style-type: none"> ○ Staff contract, statement of faith ○ Medical form ○ Background Check if over18 ○ Reference from spiritual mentor ○ Availability form ○ Signed Core Belief Agreement*
Skilled Staff	18 plus	<ul style="list-style-type: none"> ○ Staff contract, statement of faith ○ Availability form ○ Background check
Assistant	16 plus	<ul style="list-style-type: none"> ○ Availability form, statement of faith ○ Background check & Staff contract if helping more than an hour or two daily
Site Applicant	-----	<ul style="list-style-type: none"> ○ Application for homeowner(s) signed at initialed in full

Signed agreement of faith*: Even if I do not personally agree with everything listed, in signing this agreement, I agree not to teach or promote opposing ideas while I am participating in the week of Teen Mission Jasper County.

Ministry Partnering Guidelines

In addition to being a Partnering Ministry which strives to honor God in all things, we agree to:

1. Voice only our established Core Beliefs during the TEEN MISSION week.
 - a. Never attempt to alter the beliefs of other ministry's participants
 - b. **Never** attempt to pull participants from another's ministry
2. Exercise proper conduct including:
 - a. *Quiet and private* discussions over any issues or disagreements: doing our best to follow agreed procedure in these situations
 - b. Reporting any known illegal activities of which they have observed or have been reported to them.
 - c. Behaving in a Christ-like manner at all times and in all places to the best of our ability
3. Have a voice in organization of TM the year in which they partner (They must attend the meetings to do so.)
4. Provide our prearranged food, staff and speaker (if applicable)
5. Be responsible for necessary paperwork on all staff and participants from their ministry including background checks on all staff and Jr. staff, and lice check on all participants and staff

FULL TMJC PARTNERS:

- You agree to provide one full day of food; supper, breakfast & lunch supplies plus enough water for each participant and staff member 3 bottles a day.
- A speaker for one of the evening services.
- Help with our fundraisers

SPONSOR PARTNERS

Although they partner with Jasper County and make a great contribution, they are able to provide only some the above.

TMJC Mission statement

TMJC is an overtly Christian organization whose reason for existence is to glorify God by acts of service, to show love for our neighbors and to bring participants, staff and those we serve into a closer personal relationship with Jesus Christ.

- The Holy Bible is the inspired Word of God (2Pet 1:21) We accept it as it is, in its entirety.
 - We believe sex outside of a legal marriage is contrary to Biblical teaching.
 - We believe that a legal marriage should be between a man and a woman.
 - We believe God assigns gender before birth and this should not be altered by man.
- There is one God, expressed in three persons, The Father, Son (Jesus the Christ), and Holy Spirit (1 Jn 5:7, John 1:14)
- Christ died to take away our sins. He was placed in a tomb and rose back to life on the third day as the Scriptures predicted. (1 Corinthians 15:1-4, 1 Jn. 4:1-2)
- Christ is the One and Only mediator between God and man. (1 Tim 2:5, John 14:6).
- Salvation is "by grace through faith". It is a "free gift, not earned by works" (Eph 2:8-10, Gal 2:16).
- Christians, by definition, have surrendered to God's authority, are called and anointed (enabled by His Spirit) to:
 - live a Holy life in Word and Conduct
 - make disciples, and
 - to love both God and mankind. (Eph 4:11-12). (Matthew 22: 37-40) (Matthew 28:19)

Partnering Churches:

Hope Community (HC): 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021
Burr Oak Mennonite (BOM): 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021
Bethany Ev. Free (BEvF) 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021
Harvest Baptist Fellowship (Now Crossview Fellowship) (HBC): 2013, 2015
Fellowship of Living Hope (FLH) 2010, 2014, 2015, 2016
First Christian of Remington (FCRem): 2012
Cornerstone Assembly of God Morroco (CAG) Sent participants 2012,2013,2014, 2015
First Christian Rensselaer (FCC) Partial 2010,2012
Iroquois Valley Christian Church (IVCC) Partial 2013(Skilled Help),2014(Speaker)
The Bridge 2016 partial, 2017, 2018, 2019, 2020, 2021
Ignited Ministries (Demotte)-2016 partial, 2017 full, 2018, 2019, 2020, 2021
Trinity United Methodist - 2018, 2019, 2020, 2021

Individual Ministry-Head Checklist:

Be sure all contracts for participants and staff are turned in:

- Participant Contracts
- Staff/Jr. Staff Contracts
- Availability forms for all staff and Jr. staff
- Reference form for junior staff members
- Background check information
- Skilled staff forms
- Lice pre-check

Food coordination for their day

- Food menu turned in to Tammy Culp
- Organization of food, snacks, water bottles (3 bottles per person/per day), snacks

Please be sure that **ALL** borrowed supplies, ladders, drills, etc., are **clearly identified by the owner's name written on them.** Yours as well please.

TMJC Core Beliefs Agreement

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"As a staff member of TMJC, I accept, agree and will adhere to this statement of faith and to the Holy Scriptures, The Bible, as written.

_____ (Your signature)