

CHAPTER THREE
FAMILY LEADER (FL)
POLICIES AND PROCEDURES

ROLES AND RESPONSIBILITIES

FAMILY LEADER

Family Leaders (FL) will report to the Family Leader Coordinators (FLC) informing him/her of problems, needs, and requests relating to the Family Group. Family Leader duties include:

1. Serve as substitute Mom or Dad to members of your family group.
2. Lead family group discussions in coordination with a family leader partner assigned to co-lead the group. Family time material will relate to the material presented during school sessions.
3. Maintain order and discipline within your assigned family group, keeping I mind all Super Summer rules.
4. Promote school camaraderie and spirit during recreational events and other meeting times throughout the week.
5. Assist in supervision, serving as referee or otherwise carrying out duties necessary to insure smooth operation of recreation games.
6. Maintain attendance check for your family group at **ALL** meetings and events, and report any absences **IMMEDIATELY** to your FLC.
7. Distribute any information or material to your family group as instructed by your FLC.
8. Accompany any student in your family group or in your assigned dorm rooms during night hours to the School Coordinator (SLC) in the event of injury or illness. Remain with that student until the SLC releases you to return to your other duties.
9. **Serve as Dorm Parent for your assigned dorm rooms, discipline when necessary to insure the safety of Super Summer participants and the buildings in which we will be housed. This includes enforcement of Lights Out each night.**
10. **Dorm Parent—each night you are to pray with your assigned students. Many times it will include students from your own church. Once you pray with them and make sure they don't need anything, you are to make sure they are in bed and lights are out. At the end of the week, you are to check out the students that you are the dorm parent of. If you have any questions, please ask your FLC or Super Summer office.**
11. Complete an Evaluation and have each student in your family group complete an evaluation as requested and return them to your FLC before leaving the campus on Friday.
12. Be flexible.
13. A Family Leader is an encourager, discussion leader, disciplinarian, and dorm supervisor. Family Leaders are crucial to the success of Super Summer as they lead students to discuss ways to apply the training and teaching they are receiving. (Discussion questions, techniques for leading small groups, and other suggestions are covered during the Family Leader Training Weekend.) These leaders are responsible for the students in their assigned group, and will participate alongside them during recreation. In essence, the Family Leader becomes "Dad" or "Mom" to the students that you send. **In most cases, the Family Leader from your church will NOT be put with students that you send.**

FAMILY LEADER: USING DISCIPLINE POSITIVELY

Isaiah 26:3

Discipline is a necessary element of Super Summer and the responsibility of student discipline falls primarily upon **Family Leaders**. We desire for you to use this as another opportunity to affirm the young people who are here. Enforcing necessary rules and regulations should be done in a way to emphasize that rules are established for the safety, comfort and growth of the individual and others. The root word for “discipline” is the same root for the word “disciple.” In the same way that God established guidelines for our own spiritual growth, to nurture toward better discipleship, we must apply guidelines at Super Summer with godly love and patience. Discipline without withdrawing love or rejecting the person.

Family Leaders will be almost totally responsible for discipline within the dorm. Specific rooms within the dorm will be assigned to Family Leaders, and they should serve as “quieting influences” for students in their area. Everyone at Super Summer will have a more positive experience if each morning can be faced after a reasonable amount of sleep. Family Leaders, do your best at the close of the evening, during your devotional time with your group, to emphasize the importance of lights out at the specified time. Include in your devotional some thought or emphasis that will “wrap up” the day. Avoid suggestions that might further thought or activity. (Example: “As you go to sleep tonight, I’d like for you to think about. . . .”) Enforce lights out as pleasantly as possible. Be flexible (i.e. don’t stand at the light switch ready to turn if off at the exact moment your watch says it is time), but firm (do be prepared to give a deadline: “I realize you need another five minutes to get ready for bed, but then we will turn out the lights and stop talking,” and be ready to enforce that deadline).

Do your best to see that the students around you assist in keeping the groups free of litter and the dorms and buildings neat and free from careless destruction. Avoid doing all the “picking up” after young people yourself. Set an example by picking up bits of trash as you notice it and placing it in the proper receptacles, but encourage young people to assist you, and praise them when you see them doing it.

See that rowdy behavior is reserved for outdoor activities; dorm rooms are not indestructible. At the close of the week there will be a time set aside to clean the dorms before leaving. Delegate a couple of the more responsible young people in your area to check for belongings that may have been accidentally left behind or under beds, in closets, in bathrooms, etc., and attempt to reunite these belongings with their owners. Delegate a couple of others to make sure that trash is collected in the trash cans, not lying on the floors or in other inappropriate spots. Let’s leave the campus here in good shape. As always, be quick and generous in your thanks to those who help.

FAMILY LEADER ATTENDANCE CHECK PROCEDURES

One of the most important duties of a Family Leader is to make sure that the students in his/her family group are present or accounted for at EVERY meeting of the school and at night in the dorm.

ATTENDANCE CHECK DURING THE DAY

At the beginning of every school session, during recreation times and even during meal times, Family Leaders should be close enough to those in their family groups that they can identify each one and confirm their presence. If any student is missing, Family Leaders must IMMEDIATELY turn in the name of the missing student to the FLC of that school. The FLC will contact the Super Summer office and a search for the student will be initiated. Family Leaders are not to leave the school to join the search unless requested to do so by the FLC or SC.

ATTENDANCE CHECK IN THE DORMS AT NIGHT

The first night in the dorms will probably be the most difficult time to conduct an accurate attendance check, but it is essential that you “call roll” if necessary and determine that the students in your assigned area of the dorm are present, and IN THE DORM ROOM TO WHICH THEY WERE ASSIGNED. PLEASE DO NOT ALLOW STUDENTS TO SWITCH ROOMS. Any room changes MUST be authorized by the Super Summer Registration Office; this is our way of locating students if someone from their home calls with an emergency message and when students are not in the proper rooms, the entire dorm may have to be awakened to find where he/she has moved. Students will remain in their assigned rooms throughout the week. Normally the registration office has to make a few adjustments in room assignments between the time students arrive for registration and the time they return to their dorms on Monday night. This occurs because of last-minute cancellations and our desire for students not to be placed in a room alone if at all possible. These authorized changes will be given to the FLC of each school who will pass that information on to the Family Leaders before check-in time on Monday night.

Each night, some of the FLCs, Deans, A.D., or other Executive Team members will be assigned to each dorm to assure that students are in the dorms by lockout time. If a student is missing from the dorms at night, IMMEDIATELY tell the Executive Staff member assigned to your dorm OR the Dorm Parent, who will contact the Super Summer office to begin an immediate search for the missing student.

Although this procedure may sound rigid, remember that we are responsible for every student on campus for Super Summer. We’re counting on you to help keep them safe by knowing where they are at all times.

Please Note:

AM and PM may be different people but it must be adhered to that way. AM is based on School color group and PM is based on Churches and Dorm preferences. You will need to check the rooms that are assigned to you in the PM because by not doing so you may miss an issue, i.e. a missing student that no one is aware of.

COUNSELING PROCEDURES

Students occasionally come to Super Summer with problems that are best referred to a professional counselor. To assist in crisis counseling situations, we have several experienced youth ministers who are available on campus during Super Summer. If you find yourself in a difficult counseling situation, please encourage your student to allow you to communicate the need to your FLC. Do not attempt to handle these counseling situations yourself. Issues for referral may include:

- _ Rape
- _ Abortion
- _ Runaway
- _ Illegal activity
- _ Gang involvement
- _ Anything you don't feel comfortable handling
- _ Abuse (physical, sexual, emotional, incest)
- _ Ending sexual involvement with a girlfriend/boyfriend
- _ Sexual perversion (homosexuality, transsexual, transvestite)
- _ Eating disorder
- _ Suicide
- _ Being blackmailed by a peer
- _ Sensitive issues in the church
- _ Occult involvement
- _ Addiction (sexual, chemical, pornography)

Confidentiality is absolutely essential. We are dealing with deep, personal problems of young people. Let us honor them with the right of privacy. If a student gives you permission to schedule a counseling appointment for them while they are at Super Summer, please follow this procedure:

- ☑ Family Leader informs FLC that he has a student who needs counseling appointment
- ☑ FLC will inform SC as soon as possible
- ☑ SC will ensure proper measures will be taken

ADVISING (COUNSELING) STUDENTS

During this week you will be at once a friend, a substitute parent, and a counselor. At the beginning of the week, your students will not know you at all. This is good, because young people will be able to share problems with you that they may not share with anyone else. They won't have to face you when they return home. Your advice and direction should always lead a young person to the Ultimate Comforter and Advisor. Ask God for wisdom in leading and encouraging those with whom you are entrusted this week. Remember that your primary goal is to lead these youth this week toward a deeper personal faith and trust in God and His direction for their lives.

First, be available. Be where the young people are. Make opportunities and use them when they occur. Keep a smile on your face rather than a frown. Ask "Why?" instead of saying, "You should not have done that." Be cautious, however, about your availability if one person displays a desire to monopolize your time.

Get to the real problem. Some trivial problems may be only the surface of a much deeper issue. Get to know your student's background and personality. This allows you to determine if you need to dig beyond the surface to find a basic issue that will help solve not just the immediate dilemma but others that he/she

will face.

Direct the young person to God. Be cautious of relating to the young person with, “I know just how you feel.” Find biblical principles that apply to the problem and encourage him/her to discover ways to use God’s direction in the situation at hand.

Commit the individual to the Lord. Pray with that individual when they come to you and pray for them privately as well.

Direct the person to an immediate constructive course of action.

You now will become a real friend by doing this next step. Use the following accountability questions here:

- ® Will you do it?
- ® When will you do it?
- ® Where will you do it?
- ® Can I call or see you the next day to find out what happened?

This must be done in order for your friend to be truly helped.

FAMILY GROUP DYNAMICS

Family Group Time should be a brief review of the previous session. It should include any assignments made to the group. Students should be encouraged to discuss any experiences they had during or because of the teaching session and/or how they intend to apply the ideas and concepts taught during the session.

Before you make specific plans to lead any family group time you need to

- Pray for each student by name, asking God for insight into the needs of your individual students.
- Receive instructions from your FLC or other school staff.

Planning each session

- Listen carefully to the classroom teaching, take notes for your own use and draw questions for the group from the material covered.
- Get with your Family Leader partner and work through the possible learning activities that would help your students apply the ideas and concepts of the material covered in the session.
- Communicate with your Family Leader partner your expectations of the group time. Plan together who will open, who will close and who will direct each activity in your time together.
- Remember you will want to be flexible and sensitive to the needs of your students. Don’t be rushed in moving through the session. At the same time, you will want to stay on the school time schedule. So, decide ahead of time what can be left out and plan that activity just prior to your closing.

Choosing the right spot for your Family Group to meet

Before you meet, pick out a spot close to your school, making sure not to block sidewalks, stairways, doorways or any location where your group would interfere with the ongoing activities of the university’s summer classes. Try to choose a spot that would provide an atmosphere conducive to learning. In your

mind, arrange your family in the spot chosen and make sure that it does not physically exclude anyone. NOTE: You will also need to find a place to meet after Evening Worship.

- Stay away from busy sidewalks or streets where you may be interrupted by traffic or overcome by fumes. Also, be on the lookout for ants or irritating stickers among the grass. (If some of your students have problems with hay fever, look for a cement surface rather than meeting in a grassy area.)
- NEVER sit on steps or stairs. It creates an inappropriate teacher-class setting. Sitting on the same level as a group rather than on a step voids the impression that you are “looking down” on them. Also, when some are on the ground and others are on benches or chairs, eye level contact is broken.
- The circle needs to be as round as possible so everyone can see everyone else’s face. Eye contact is essential.
- When on the ground, do not allow students to lay down or sit just outside the circle. It breaks eye level contact and tells the other youth “I’m not interested in participating.”
- Sit by problem students or move them even after the group has begun sharing.

Tips to make leading your session work more smoothly

The overall goal of your family group time will be to do everything possible to heighten the learning experience among your students. As you meet with your group, promote the “family” feeling, allowing all members of the group to participate equally. Some practical suggestions that will assist you in achieving your goal are listed below:

- Your job is not to teach the material to your group members. The school staff is well equipped and trained to do that and you do not need to repeat everything your students have already learned from the teaching session. Your job, as a family leader, is to encourage and lead students in debriefing, sharing experiences, discussing problems and opportunities and looking ahead to the next teaching session, afternoon activity time and Evening Worship. Remember, the learning that takes place during your family time will expand upon the foundation of what has already been learned during the teaching session. You will not have time to change directions or cover another idea or concept.
- As the school breaks for family group meeting, one of the Family Leaders for your family needs to go to the spot chosen to greet and talk with students as they arrive. Always be sensitive to those who come early or stay late; these students may be the ones who really need you to listen to them.
- START ON TIME AND STOP ON TIME. Do NOT dismiss early; keep your family group together for the entire allotted time. Likewise, try to dismiss at the correct time to allow everyone to have a much-needed break or to move to the next scheduled activity.
- During the session, try to create a relaxed atmosphere that will help everyone in your family feel a sense of belonging. Use first names. Do not rush your students to respond.
- As your group relaxes, don’t let them lie down or move into a physical position that would exclude them from the group.
- Encourage your teens to share their own feelings, attitudes, insights and experiences.
- Do not force the learning activities or goals on your family. If things aren’t flowing, adapt and change as necessary. Be sensitive to particular needs of the members as you move through your time together.
- Be alert to nonverbal signals. Be sensitive to the “body languages” of your teens. They are quick to let you know when they are withdrawn, bored, etc.

- Be sure you do not dominate the conversation as Family Leader. Encourage the students to “talk back” and actually be participants in the group discussion. Do not be afraid of periods of silence. If a silent time becomes obviously uncomfortable for the group, call on a student by name. If necessary, plan to ask one of the students in your group ahead of time to be prepared to help you by responding first in your next time together.
- When you do talk, make what you say lively and interesting. To do that:
 1. Use simple words (no Greek words, etc.)
 2. Use the language of the age group of your students.
 3. Speak to the whole group with good eye contact with each student.
 4. Vary your voice pitch (show excitement).
 5. Emphasize the transition from one point to another, especially with junior high students.
 6. Limit the number of points you wish to make. Remember, it takes time for teenagers to judge each point and decide if they want to apply it to their life.
 7. Keep what you say short and simple.
 8. Whenever possible, use a bit of humor, but make sure you don’t use a student as the object of your humor.
- Always be flexible but do not allow the discussion to veer off on a tangent. Some students will try to change the direction so they won’t have to deal with certain things in their lives.
- Do not permit an overly talkative member to monopolize the discussion and sharing time. Consider these ways to handle him/her.
- “Someone who has not already spoken respond to the question.”
- “Let’s hear what someone else thinks about this.”
- Ask a question to a family member by using his/her first name.
- If necessary, go to the overly-talkative person privately, thank him for his contributions, and then enlist his help in getting the whole group to share.
- ALWAYS, ALWAYS BE AN ENCOURAGER! Show a caring, loving spirit.
- Be sensitive and alert to the needs of students who visit with you on the fields, in the cafeterias and in the dorms.
- Love your students with your life, not your limbs. (Beware of PDA – young teens take it the wrong way and so do others looking on.) Avoid even the appearance of evil.
- Most of all, be ENTHUSIASTIC!

SMALL GROUP POINTERS

1. **Keep in mind that God is leading you as you lead your group.** His Spirit will assist you in gaining knowledge and confidence. Your availability and willingness to be used by Him are the beginning of His leading you.
2. **Become acquainted with each individual in your group.**
3. **Determine that you will accept every individual exactly as he/she is,** regardless of personality or behavior. Realize that each one can be used of God, no matter what his/her natural disposition is.
4. **Be a good listener.**
 - Don't interrupt someone's comment.
 - Maintain eye contact, even if the responder doesn't.
 - Don't allow your expression to betray your evaluation.
 - Don't finish sentences or fill in words for someone else.
 - If necessary, ask for clarification.
 - Watch HOW a person says something as they say it.
 - Keep your attention focused on who is talking, allow your Family Leader partner to "read" the group.
 - Be able to repeat the speaker's comments.
5. **Use a variety of different techniques in guiding your group during discussion times.** You may want to employ one or more of the following group discussion strategies:
 - **Question-Answer**
 - **Brainstorm**
 - **Contradiction** – Occasionally disagree with correct information to get the group to rethink their position.
 - **Projection** – "I hear what you're saying. Let's take it a step further. IF we were to do this, THEN what would be a result?"
 - **Synthesize** – "So far we have heard a lot of ideas and comments on this issue, let's see if we can put them into something which can be applied to everyday life." (Or prioritize the comments.)
 - **Summarize** – Review, condense, list, combine, restate, or create an acronym to aid memory.
 - **Role Play** – Create a situation and have group members act out briefly how it could possibly go. Allow the group to respond to the case study.
 - **Leader/Follower** – As one Family Leader takes the lead in questioning, the other will read group members and be ready to ask good follow-up questions.
6. **Be prepared to do some "trouble-shooting" as your group becomes involved in discussion.**
 - Discourage heated arguments.
 - Do not allow PDA.
 - Encourage everyone to participate.
 - Keep it lively.
 - If you find your group repeating things that have already been said, summarize the conclusions of the group.

7. **Concentrate on what your kids are saying**, not on what you are going to say when they finish. Encourage the rest of the group to really listen and talk with one another, not just talk back to you, the Family Leader. Show that you care by listening intently when they share.
8. **Bring each group meeting to a positive conclusion.** You may wish to briefly review the more valuable comments made by group members during your group meeting in order to emphasize the spiritual truth or principle you have chosen as your objective for the meeting.
9. **Let your group out on time, not early, and not late.** When your group sees others leaving, their minds go with them. Don't be afraid to leave them hanging.

LETTING THE SCRIPTURES ANSWER QUESTIONS

Man's Questions and God's Answers

Is there a God?.....	Genesis 1:1, Psalm 19:1, John 1:1
Am I accountable to God?.....	Romans 14:12, Romans 2:1-5
Does He know all about me?	Hebrews 4:13, Luke 16:15
Does He charge me with sin?	Romans 3:23, Romans 3:10
Will He punish sin?	Romans 6:23, Hebrews 2:3
Must I perish?	2 Peter 3:9, John 3:16
How can I escape?.....	Acts 16:31, John 3:16
Is He willing to save me?	Luke 19:10, 2 Timothy 1:15
Can I be saved now?	2 Corinthians 6:12, John 1:12
Can I be saved just as I am?	John 6:37, Matthew 9:13
Will I be assured of heaven?	John 14:2-3, 1 Thessalonians 4:17

What to read when:

In sorrow	John 14
In danger	Psalm 91
God seems distant	Psalm 139
Discouraged	Isaiah 40
Faith fails	Hebrews 11
You are "blue"	Psalm 34
You need companionship	Psalm 23
You are worried	Matthew 6:19-34
You need forgiveness	Psalm 51
Life seems empty	John 15
You feel cheated	Psalm 103
Friends fail you	Psalm 27
You are Sleepless	Psalm 4:4-8
You are bored	Psalm 104:23-24, 33-34
You are angry	Matthew 5:9, 22
Growing old	Psalm 71

Dealing with excuses for not receiving Christ

"Not now, some other time . . ."

Can't count on tomorrow	Proverbs 27:1, James 4:13-14
Today is the accepted time	2 Corinthians 6:2
God can't always be found	Isaiah 55:6
It is harder to come later	Hebrews 3:13
Lessening your chances by hardening your heart	Proverbs 29:1
Suppose your soul is required tonight	Luke 12:20
Can't come except as God draws you	John 6:44

“Afraid I could not hold out . . . “

- You are not asked to hold yourselfPsalm 37:23-24
- He is able to keep you from falling Jude 24, 2 Timothy 1:12
- Christ will live the life in you.....Galatians 2:20
- He promises to carry us throughPhilippians 1:6
- If truly saved, will be saved to uttermostHebrews 7:25
- No man can pluck from His handJohn 10:27-29
- Kept by the power of GodI Peter 1:5

How to succeed in the Christian Life

- Rely upon the Holy SpiritEphesians 5:18, Acts 1:8
- Confess Jesus as LordRomans 10:9-10, Philippians 2:11
- Pray without ceasingThessalonians 5:17, Luke 18:1
- Search the scripture dailyJohn 5:39, Acts 17:11
- Attend public worship regularlyHebrews 10:25, Psalm 50:5
- Give liberally, without grudging2 Corinthians 9:7, Luke 6:38
- Give attention to missionsJohn 4:35-36, Matt. 28:19-20
- Forget self, live for othersMatthew 20:26-28, I John 3:16
- Witness to someone dailyActs 2:42, 45, 47
- Keep growing in grace 2 Peter 3:18, Ephesians 4:12-16
- Memorize one verse dailyPsalm 119:11
- Carry your Bible or Testament with you alwaysTitus 1:9, Philippians 2:

Notes: