



adventist
christian
fellowship

GEORGIA-CUMBERLAND
CONFERENCE

STUDENT LEADERSHIP HANDBOOK

WHAT'S INSIDE

- 3 How to make your ACF chapter thrive
- 5 Jumpstart or refresh
- 8 Suggested guidelines for group discussion
- 10 Five ways to interact with your local church
- 12 Event planning
- 14 Outreach ideas
- 17 Ice breakers
- 21 Promote, promote, promote
- 22 Running an effective leadership meeting
- 22 Suggestions for non-board positions
- 23 Tips for weekly meetings
- 24 Ways to get members involved
- 24 Be resourceful
- 25 Event ideas
- 26 Stress management tips for students
- 28 Finances

HOW TO MAKE YOUR ACF CHAPTER THRIVE

- Have A Clear Vision & Measurable Goals

- Develop & Cultivate Strong Leadership

- Be Resourceful

- Promote Effectively & Well

- Plan Excellent, Unique Programs

- Engage Group Members & Build Community

- Create Special Traditions & Meaningful Memories

JUMPSTART OR REFRESH

Is your ACF chapter just starting out or have you been around for a while but experiencing a rut? We hope these tips help to jumpstart or refresh your ministry.

Bible Study

Our tendency is to want to create an amaaaazing Bible study that folks flock to. We want that for just about everything we do. For Bible study in particular, let's remember a couple of things: prayer and simplicity. As you consider what to study as a group, start with prayer. Ask God for His thoughts on the matter. And keep things simple. You're on a college campus. Students keep very varied schedules. Instead of packing in two Bible studies a week that are both filled with tons of information, go with one per week and keep it to no longer than 90 minutes (which includes time for food and fellowship).

Need a Bible study? Consider the Journey Bible Study that is written specifically for ACF students and focuses on the book of John. <http://www.adventsource.org/as30/store-productDetails.aspx?ID=37405&umschk=1>

Outreach Ideas

Outreach should (eventually) be a regular and major part of your on-campus activity. Again, keep it simple and practical for you and your fellow students to lead out in. Commit to hosting an annual outreach event and check into joining forces, from time to time, with other campus organizations.

Possibilities include a) handing out snacks during midterms or finals week along with notes of encouragement; b) joining with your school in their community service days or asking the school

to assign your group an area that you keep clean during the semester; c) leaving roses around campus with notes saying, “You’re worth the wait”; d) set up a prayer tent and pray with students; e) host a film night (with discussion following) that’s on a spiritual topic and is well presented.

Using Campus Resources

When your ACF chapter is a registered student organization on your campus, you’re then allowed to use a variety of spaces for free. So be sure to do what it takes to get registered. And more importantly, it’ll be easier for students to find you. Some of the resources you’ll receive are: access to classrooms for Bible study or other activities, web space to give your chapter an online presence and make you easier to be found by students. As a registered student organization, you’ll also be able to set up a table during your school’s student organization fair at the beginning of the school year and the school may even have funds that you can get access to.

One of the biggest pros to organizing is that your school may then grant you access to the list of students who have self-identified as Adventist. Now you can get into direct contact with them!

Working with Your Campus Culture

Is your campus a dorming community or a commuter community? Are most students still on campus at 8pm or are most off campus by that time?

The answers to these simple questions can give you much needed information when you think about how to structure your campus activities. Knowing your campus culture will also help you figure out what sorts of activities will work and which won’t.

Find out a bit more under “How To” on our website:
www.acfgcc.org.

Staying Approachable To New Members

After a while of gathering together weekly, your group will become a wonderful community and these are friendships that will last a lifetime. However, there may come a time when even though you do outreach and invite others to join your fellowship, some may think you’re a clique and won’t feel comfortable sticking around.

Do your best to keep inside jokes and reminiscing about times gone by to a minimum when new folks are around and spend more time getting to genuinely discover who they are. Actively follow up with them (especially if they’re Freshmen & Sophomores) after their first visit and check in “just because” so that they get a clear sense of your desire to have them make your space their home. Send them cards and add them to your weekly email and Facebook group.

SUGGESTED GUIDELINES FOR GROUP DISCUSSION

Safety and Confidentiality

In order to create an environment that is safe for open and honest participation, please limit your sharing to your own personal experiences. Be sensitive, kind, and generous to one another with your comments. In addition, anything personal shared within the group should not be repeated outside the group. And stick with the present—don't talk about something someone's told you about himself or herself unless *they* bring it up. It could be embarrassing or could unnecessarily alienate others who you aren't as connected to.

Speak for Yourself

Use "I" statements as often as possible.

Silence

It is okay to have silence between responses as the group shares, giving members the opportunity to reflect. Remember, there is no pressure to share.

No Fixing, No Saving, No Setting Other People Straight

This is one of the hardest guidelines to follow. But it is vital to growing people up to be spiritually mature adults in Christ. Respect their journey and trust the process of the Holy Spirit to lead them to all truth in his time.

Respect Others

Be brief in your sharing, remaining mindful that there are time limitations and others may want to share.

Turn to Wonder

If you feel judgmental or defensive when someone else is sharing, ask yourself: I wonder what brought her to this belief? I wonder what she is feeling right now? I wonder what my reaction teaches me about myself?

Adapted from *The Emotionally Healthy Leader* study & discussion guide by Peter Scazzero.

FIVE WAYS TO INTERACT WITH YOUR LOCAL CHURCH

1. Hunt Down Your Pastor

With busy schedules and a lot on their plates, it is sometimes difficult to get the support of the local pastor that the student group craves. Giving up is never the answer! Put it upon yourself to do whatever it takes to gain your pastor's support. Some pastors will be more supportive than others. At minimum, keep your pastor updated—it will avoid potential future challenges and oftentimes results in being one of the best things your student group has ever done.

2. HELP!

Nothing warms up the church to the local student group more than a helpful student body. Think about it: you have no money, you're using up church finances, and you probably eat the equivalent of two or three church ladies. Help during potluck: wash dishes, set up tables, vacuum, lift things that others can't carry, **ASK HOW YOU CAN BE OF SERVICE**. This will give the impression that you are a church investment, not a parasite. Getting involved with a local Adventist church is a great way to feel more grounded while away at school.

3. Good Ideas/Bad Ideas

Everyone is full of, both, good and bad ideas. Making yourself available is honorable. Doing the right thing at the right time is **USEFUL!** For the most part, your ideas will be good if they follow this basic criteria: cheap, evangelistic, biblical. If you spend time in thought and prayer, you'll be surprised how things you can come up with! Don't keep the good ideas to yourself, share them with other Adventist student groups as well!

4. Adopt A Parent or G-Parent

Believe it or not, there is a lot that you can learn from your local church. All those old grandmas have a lot of wisdom and it is our privilege to learn to see life from their perspective. There are many church members who will love the idea of adopting, mentoring, and befriending a student. Your college experience will be totally enhanced if you're lucky enough to connect with them!

5. Love Your Church

You'll be surprised how badly churches want to be loved for who they are, and how infrequently this happens. Of course your church will have problems! It's a hospital for religiously sick people. Love your church no matter how it looks: small, big, grumpy, way too happy!

EVENT PLANNING

Event

- What's the purpose?
- Who's the audience?
- Does this date & time work? (for the audience)
- How much money do we need?
- Does it require an RSVP?
- Is lodging or transport needed (and will it cost)?
- Is there a fee to attend?

Activity

- Will there be food? If so, what kind?
- Any dietary concerns?
- Other resources...(games, tables, chairs...)

Advertising

- Word of mouth
- Social media
- Texting
- Email

People to Help

- Setup
- Cleanup
- Spreading the word
- Speakers/Presenters

Reflection Time

- What worked and what didn't work?
- Should we do it again?
- How can next time be better?

Saying Thank You

- Send cards/emails to those who helped

Report

- Where meaningful, share a short written or verbal report with your local church and conference and include high-res pics!

OUTREACH IDEAS

Movie Showing

Show a thought-provoking (and clean) film.

Follow up with discussion questions. Create a good tagline when you advertise to really get students' attention.

\$30,000.00 Question

Set up a table with a large sign that says "\$30,000 Question: Answer This Question for A Year of Free Tuition"

Show from the Bible how/when Jesus changed the Sabbath from Saturday to Sunday.

Bring a stack of Bibles for people to use. Give them lifelines: call a pastor, parent or friend, use the internet, etc. Have a big check available for people to make it look cooler.

Gift Exchange

Hold a yearly white elephant gift exchange. Nothing fancy. Invite friends and Adventists who haven't come through the previous semester.

Care Packages: Finals Survival Kit

Give out care packages—especially to freshman—door-to-door with contact information of the group. Best to do this during finals. Can consist of energy food, relaxation things, and others. Depending on your school's regulations, this could be done inside the dorms or outside in a high-traffic pedestrian area.

Singing Bands

Have groups of students with songbooks and a guitar and go into areas near campus and begin to sing. Choose songs that might be recognized like Amazing Grace or Mine Eyes Have Seen the Glory or America the Beautiful. Do a 15-minute impromptu concert and then mingle with those who come to listen afterward. Have some GLOW-literature to give out.

Chalk Art

Write inspirational messages, Bible verses, or websites and advertise your student group/church on campus. You can combine this with Singing Bands. Some schools don't actually permit sidewalk chalk art so double check even if "everyone else is doing it."

Hit & Run Studies

Quick, powerful, easy—given to strangers, friends, or to anyone, anywhere. What is a hit & run Bible study? A Bible verse, handwritten on a card and handed to another person. It's effective because the personal handwritten card goes contrary to the media age we live in. Make sure the handwriting is neat and as cool as possible.

How to Get Started:

1. Choose a Bible verse you have enjoyed in your own personal Bible reading.
2. Write it in on a small index card. Can make several copies.
3. Carry it with you.
4. Give it to someone and say something like "I have a card for you." "Did you get one of these?" "This is yours to keep."

5. If you see a person regularly, you can bring a different card each time.
6. Make a record card with their name on it and each time you give a card write down which verse you gave.
7. Every day pray for that person and the cards you have given them. And that the verse you gave her will have an impression on her heart. Claim that verse for her.

Tables

Never underestimate the power of simply setting up tables with a sign that advertises Bible studies. Of course, you'll want to check your school's policies before setting something up.

60-Second Bible Studies

With a Bible in hand or a "hit & run" Bible card, pray for an opportunity to share this one verse with someone each day. Instead of handing them the card, take the time to share the verse that is on it.

"I read something really great and I want to share it with you."

Then read the verse on the card.

"I read something really great thing this morning and I want to share it with you. It says, 'If any of you lack wisdom, let him ask of God, who gives to all liberally, and without reproach; and it will be given to him.' In this promise God is promising to give us wisdom. And when I have decisions to make, I am really thankful for this verse, and I just wanted to share it with you."

Then hand them the card.

As you practice giving 60-Second Bible studies, you will build more confidence. And with God's power flowing through you and a burden in your heart for souls and a desire to share God's Word with them, you will actually speak the Word of God to people.

ICE BREAKERS

Ice Breaker #1—Throw & Tell

1. Get a fun ball
2. Toss the ball around and whoever catches it has to answer the question
3. Sample questions:
 - a. Favorite food, verse, class, hobby, song, etc.
 - b. Mentor, hero, inspirational person
 - c. Greatest fear
 - d. Best vacation

Ice Breaker #2—Silent Order

1. Without speaking or making noise, line up the group in order
2. Sample orders:
 - a. Age
 - b. Birth month/date
 - c. Height
 - d. Feet size
 - e. Hair length
3. Rules:
 - a. No mouthing
 - b. Only gestures

Ice Breaker #3—Question Swap

1. Pass out pieces of paper and pen to each person
2. Have each person write down a question
 - a. Be creative
 - b. No generic questions (i.e. “favorite food, what school do you go to?”)
 - c. Examples:
 - i. “What age would you want to be forever?”
 - ii. “Favorite childhood memory?”
 - iii. “Biggest pet peeve?”
 - iv. “If you could re-live one day, what day would that be?”
3. Have everyone stand in two lines, facing each other
4. Set a timer of about 30 seconds
5. Within that time, both people take turns asking their question and receiving the answer
6. At the end of the 30 seconds, swap the paper that has the question
7. Then have one side move one person down to the left or right (the end person must run around to the other end of the line)
8. Can also be configured in two circles (inner and outer circles, with people facing each other)

Ice Breaker #4—First Impressions Stick

1. Give post-its and pen to each person
2. Set the timer for 1 minute
3. Have everyone approach one person (they’ve never met/ don’t know very well) to meet and greet

4. At the end of the minute, everyone must write their first impression on their post-it and stick it on their partner's back
5. Rules:
 - a. Keep it anonymous
 - b. Keep it positive
6. Continue on to the next person for one minute and repeat the process

Ice Breaker #5—Who's On The Hot Seat

1. Have everyone sit in a circle
2. Pick a person in the group to be in the “hot seat”
3. Have another person in the group be the “artist/scribe”
4. Everyone in the circle gets to ask one question to the “hot seat” person
5. While each person is asking their question, the “artist/scribe” draws the “hot seat” person's portrait on one side of the paper and the answers on the back
6. At the end, the “artist/scribe” reveals the portrait to everyone and presents to the “hot seat” person

Ice Breaker #6—Solve the Puzzle

1. Print off a Bible verse in a large font
2. Cut out each word
3. Divide the group into pairs or smaller groups
4. See who can put the Bible verse puzzle back together, without using Bibles

Ice Breaker #7—Special Moments

1. Pass out pieces of paper and pen to everyone

2. Give everyone 3 minutes to draw a significant event that occurred this past year
3. Depending on the size of the group:
 - a. Everyone shares to the entire group
 - b. Split the group in half and share with partner

Ice Breaker #8—Two Truths & One Lie

1. Have one person name 2 truths about themselves, and 1 lie.
2. Examples:
 - a. #1: “I’m afraid of heights”
 - b. #2: “I have two cats and one dog”
 - c. #3: “I went sky-diving”
3. The other people must guess which one is a lie
4. The person eventually sets the record straight

PROMOTE, PROMOTE, PROMOTE!

- Set up a booth at Welcome Week & other campus events
- Order new group gear each year & wear to meetings or big events
- Produce catchy flyers, posters, & invitations to your events
- Utilize social media and create accounts for your group
- Make a website that's connected to your school website
- Ask for a section on your church's website*
- Enter campus contests/apply for any available awards
- Create events to promote what your group stands for
- Advertise big for big events, but personal invites always work best
- Team up with an organization on campus for a joint effort
- Connect with your community to get sponsors for events
- Submit articles about your group to your school newspaper
- Keep your local church informed via the bulletin but also announcements up front

*Whatever you can do to connect with and work through your local church will be a blessing to both your ACF chapter and the church. Just be careful not to make demands.**RUNNING AN**

EFFECTIVE LEADERSHIP MEETING

- Start on time!
- Pray & share a short worship thought
- Create a clear agenda & realistic time frame for meeting
- Meet consistently in the same, convenient place
- Give at least a week's notice and reminder the day before
- Make sure someone is writing down updates, ideas, & decisions
- Have a system for making decisions (eg Robert's Rules of Order, majority approval, use of subcommittee, etc.)
- Delegate effectively and involve everyone
- Keep meeting flowing and on task
- Before closing, review and confirm responsibilities b•
Add items to next meeting's agenda
- End on time!
- Close with prayer & ask for God's blessing on plans made
- Make sure minutes are sent out to everyone
- Reflect on how things can be improved for next time

SUGGESTIONS FOR NON-BOARD POSITIONS

- Transportation Coordinator
- Food/Snack Coordinator
- Prayer Leader
- Praise Leader
- Historian
- Graphic Designer
- Photographer

TIPS FOR WEEKLY MEETINGS

- Pray for success
- Announce meeting at least a week in advance
- Invite members & friends via flyers, email, social media
- Offer rides if meeting location is off campus
- If possible, offer snacks & refreshments
- Have leaders arrive 10-15 minutes early
- Start on time!
- Allow time for song service & prayer time
- Have an ice-breaker before each meeting to help mingle
- Allot a specific time frame for each portion of the meeting
- Give each person leading out specific time allowance
- If there are visitors, make sure everyone is introduced
- Keep meetings organized, interesting, and interactive
- Invite different speakers with different styles to speak
- Ensure messages are Bible-based and practical
- Take pictures from time to time
- Share announcements and invite everyone to your next meeting
- Close with prayer
- End on time!

WAYS TO GET MEMBERS INVOLVED

- Lead out in song service
- Share a special music
- Prayer Time: writing down prayer requests/praises in journal
- Take pictures, videos, or record messages
- Make flyers or create group website
- Admin for group FB page or Instagram account
- Bring snacks or drinks
- Share a testimony
- Lead out in an icebreaker
- Do Scripture Reading or Offertory at church
- Promote events on their FB or flyering the campus
- Coordinate game nights or sports/exercise days
- Time keeper during meetings/events
- Give other students rides to church or events
- Make surveys and have members fill them out

BE RESOURCEFUL

- Study your school's student organization handbook
- Take full advantage of what your campus has to offer
- Take time to create a good budget proposal. Plan ahead!
- Create a realistic budget based on what your school and church is willing to give
- Talk to your pastor about submitting a budget to the church board
- If needed, hold fundraisers on campus or through your local church

- Use up the funds you're given
- Sell your group's t-shirts or other gear to church members as a fundraiser
- Provide regular budget reports to your members for accountability
- Utilize your church family and alumni for ideas/resources
- Connect with the community to find event sponsors or donations
- Team up with church events and invite students
- Contact & connect with ACF, NAD Public Campus Ministry, and GC Public Campus Ministry!

EVENT IDEAS*

- Welcome Picnic
- Adventist Awareness Week
- Week of Prayer on campus
- Make cards/sing for patients at hospital & nursing home
- Assemble "Blessing Bags" / New Neighbor Gifts / Get Well Soon Packs
- Vegetarian Food Fest
- Health Expo
- Sports/Workout Days
- Breakfast Club
- Study Nights
- Game Night
- Canoe/Camping/Museum Trip
- Evangelistic Meetings on campus
- Creation vs. Evolution Presentation

- Stop Smoking Seminar
- Poor Students' Cooking School
- Campus 5K
- Big Brother/Big Sister Fun Day for church kids
- Praise Night
- Christmas Gift Exchange, Caroling, Party
- Thanksgiving Dinner
- Campus Scavenger Hunt
- Sabbath Outreach
- Community Service Project/Organize a Mission Drive

*Some of these ideas are really big—it may be best to team up with what your local church is already doing. It may also be best to do just one per semester so that you have enough time to plan and execute it well.

STRESS MANAGEMENT TIPS FOR STUDENTS

- Get at least 7 hours of sleep per night.
- Set aside time to do things you enjoy and LAUGH.
- Eat healthy—strive for 5 (fruits & veggies).
- Exercise regularly—just a 10 min. walk can alter your mood.
- Learn to say “No” appropriately. Know your limits and don't compromise them.
- Switch your study space until you find a place that works best for you.
- Take 10 deep breaths through your nose. Relaaaaaax.
- Commit to go to church and keep the Sabbath each week.

- Don't skip class. It just causes you more stress in the long run.
- Avoid procrastinating. It's not worth it.
- Use a calendar/planner to organize your responsibilities.
- Focus on one thing at a time and peg a time limit for each task.
- Say "No" to drugs & alcohol. You want your brain cells.
- Maintain healthy relationships; aim to be an emotionally healthy example to others.
- Create a budget for your monthly expenses. Return tithe & offering. God will honor your giving. Include an allowance for fun too.
- Get a massage or do something that will help you unwind.
- Utilize study groups, professor office hours, and tutoring.
- Double-check all exam times and locations.
- Stop wasting time. Prioritize and cut out what's not important.
- Take the time to help others.
- Ask for help! Family, friends, counselors, and advisors are here to help you. Don't be afraid to lean on them from time to time.
- Consecrate yourself and your plans to God every morning. A right start has a huge impact on how your day will go.
- Give God thanks every night as you reflect on how He's blessed you throughout the day.

FINANCES

ACF-GCC will financially support the following:

On-campus initiatives*

- Bible studies**
 - Books used for study
 - On-campus advertising

- Outreach/Community Service (this can be off campus as long as it primarily utilizes ACF chapter participants)
 - Supplies
 - On-campus advertising

- Socials
 - Food
 - On-campus advertising

- Worship services
 - Site reservation (if cost is involved)
 - On-campus advertising

- Health initiatives
 - Site reservation (if cost is involved)
 - On-campus advertising

Travel to & from ACF-GCC initiatives

- Leadership Reboot (in the Fall)
- CONNECT Conference (in the Spring)

Stipulations:

All activities for which funding is requested must fit within the vision & mission of the Georgia-Cumberland Conference and ACF-GCC. At this time, we won't be able to sponsor cross-chapter activities unless they take place on one of your campuses and are outreach focused.

Reimbursement is **ONLY** for students who pay for your on-campus initiatives. So if your sponsor/advisor takes you out to eat or if a local pastor feeds you, that's their gift to you and it will not get reimbursed.

Send original receipts in twice a month if possible, instead of weekly. Clearly mark (on the original receipt or in an attached letter) what the money was used for.

Also send the name and mailing address of the person who the reimbursement check should be sent to. If several people paid for things, we will send the total reimbursement to one person who will then be responsible for distributing the funds to the others.

ORIGINAL receipts should be mailed to:

Michaela Lawrence Jeffery
1918 Terrace Ave, Knoxville, TN 37916

*If the initiative is already listed above, simply send in original receipts—no need to check first.

**ACF-GCC highly recommends that someone well trained lead prophecy studies. Students shouldn't feel pressure to handle these topics on their own. ACF-GCC can recommend people in your area who can speak on prophecy.

This is just the beginning of what we hope can be a very useful resource for all of ACF students and especially student leaders. Most of this handbook is copied with permission from the LEADS handbook used by CAMPUS under the direction of Israel Ramos. Thank you, Israel, and your team, for faithful leadership.

For more about CAMPUS: 517-489-2547,
www.campushope.com.

For other ACF chapter tips, visit our website: www.acfgcc.org/howto.