Youth Team

- Friday Night Role Descriptions
- New to Youth
- Check-in Process

Friday Night Role Descriptions

Candy Bar

- Set up candy/snack area before youth starts
- Serve students and handle money (if applicable)
- Keep area clean and stocked
- Pack down at the end

MC

- Welcome everyone and create a fun atmosphere
- Run through the agreements
- Run the schedule (what’s happening next)
- Make announcements clearly and briefly
- Keep energy up and things moving on time

Giving

- Explain giving moment simply and confidently
- Share why we give (short encouragement)
- Direct people on how to give
- Pray over the offering

Games

- Plan and prepare games ahead of time
- Set up equipment and explain rules clearly
- Engage students and keep energy high
- Manage time and help reset afterwards

New to Youth

When someone comes to Reside Youth for the first time, three things need to happen before they leave: they get welcomed, they get connected to other young people, and we get their details.

1. Welcome them

- Meet them at the door and introduce yourself by name.
- Find out how they heard about youth, and whether they came with someone.
- Don't hand them off to a queue. Walk with them.

2. Connect them with other young people

This is the part that decides whether they come back, and it matters most for the ones who came on their own.

- **Came with a friend?** Make sure you know both of them by name, and check in with the pair during the night.
- **Came on their own?** Introduce them to two or three young people in their year level and stay until the conversation is running. Ask one of those young people to look after them for the night — sitting with them, taking them to supper, including them in the games.

A leader should know, before the night ends, who each new person spent the night with.

3. Get them enrolled

Every young person at Reside Youth needs to be enrolled. If they are not already in the system, get them onto the **New to Youth** form before they leave:

reside.church/newyth

Do it with them on a phone or a church iPad on the spot. Don't give it to them to fill out later.

What the form asks

Their first and last name	**Required**
Their gender	Optional
Their own email address	Optional
Their own phone number	Optional
Parent/guardian first name	**Essential — do not submit without it**
Parent/guardian mobile number	**Essential — do not submit without it**

The young person's own email and phone are genuinely optional. Some won't have a phone, and some won't want to give it. That's fine, you don't need push for it.

The **parent or guardian's first name and mobile number are not optional.** Without them we cannot complete the enrolment, and we have no way to reach anyone if something happens on the night. If a young person doesn't know the number, ask them to check with their parent and come back to a leader before they go home.

What happens after they submit

Submitting the form sends an **automated message to the parent or guardian**, asking them to complete the full enrolment, the medical, consent and contact details we need on file.

The form also adds the young person to the Reside Youth contact list, so they'll start receiving what goes out to the rest of the youth.

4. Check them in

Once they're on the form, check them in like everyone else.

Check-in Process

Who gets checked in

Every young person, Grade 6 to Year 12, every week.

Leaders are not checked in. This is deliberate. The check-in number is our count of young people in the room

If someone is not enrolled yet, get them onto the **New to Youth** form first, then check them in. New to Youth

Why it matters

- The check-in count is the attendance figure we report on.
- It gives us a roll of exactly who is in the building, which is what we work from if the site has to be evacuated.
- It links each young person's attendance to their record, so we can see who has stopped coming before it has been three months.

How to check someone in

1. On your phone or a church iPad visit checkin-gc.fluro.io
2. Choose the correct event from the list.
3. Enter the young person's first or last name.
4. Select them from the results, then press **continue** in the bottom right
5. They're checked in. The running count appears in the top right of the main screen.

Through the night

- Keep the device available throughout the night for anyone who arrives late, and check them in too.
- Before the night's teaching starts, glance at the count and compare it to the room. A big gap means someone came in a side door.

Checking the roll call

The roll call is where you find a young person's parent contacts and any allergy or medical information. Check it before food goes out, and any time you need to reach a parent.

1. Tap **"X checked in"** in the top right of the check-in screen.
2. Enter the passcode (ask the Youth Pastor if you require it).
3. The list of checked-in young people appears. Tap a young person to open their details.
4. Their parent/guardian contacts and any allergy or medical information are shown there.

The roll call holds other people's medical and contact details, so don't leave it open on an unattended device.

If you can't find someone in the system

They're either enrolled under a different name, or not enrolled at all.

1. Try their first name only, then their last name only, nicknames are the usual culprit.
2. Still nothing? Treat them as new: New to Youth

Never check someone in under another person's record.