

VIRGINIA SYNOD SMALL GROUP LEADER INFORMATION SHEET 2026-2027

PLEASE COMPLETE THE FOLLOWING FORM AND RETURN IT BY U.S. MAIL OR EMAIL TO TOBUREN@VASYNOD.ORG AS SOON AS YOU CAN! THANK YOU! **PLEASE PRINT !!!!!!!**
(REMINDER: This form does NOT register you for any events this year)

Name: _____ Preferred Pronouns (optional): _____
Date of Birth: (M/D/YR): _____ Email address: _____
Circle one (for housing): Male / Female

Address: (where you want to receive mail during the year)

Phone #s: *please include area codes and place a * by your preferred number*

(home or current) _____ (cell) _____

Where do you work or attend school? _____

Congregational Membership: _____
(Congregational name) (Location)

Where do you currently worship, if different from above: _____

Please list a personal reference from your home or current church leadership (pastor, youth dir., council president): _____

How can you serve this year? Check / answer all of the following that apply and add any comments you think may be helpful:

_____ I **cannot** serve as a small group leader or assistant this year.

_____ I **can serve** as a small group leader, co-leader, or assistant.

I have led or assisted with small groups at these events previously:

_____ I am available for the following events in the coming year:

_____ Lost and Found (Nov. 20-22, 2026) – Eagle Eyrie Conference Center

_____ Winter Celebration (Jan. 29-31, 2027) – Eagle Eyrie Conference Center

_____ Seventh Day (March 6-7, 2027) – Eagle Eyrie Conference Center

_____ Youth Assembly (June 11-13, 2027) – Roanoke College

_____ Kairos (July 18-23, 2027) – Roanoke College

Preferences to serve:

_____ to be the primary leader with an assistant

_____ to work as a co-leader with someone else

_____ to work as an assistant leader

_____ where I'm needed

_____ I can lead a small group alone if necessary

Wherever possible, all
small group leaders work
in pairs, except for adult
groups and unusual
circumstances

Lost and Found, Winter Celebration, Youth Assembly, and Kairos all follow a model that includes a Small Group for faith discussion with a team of adult leaders. At Seventh Day, every adult serves as part of a team of "Shepherds" for each "Shepherd Group" of youth which moves from one activity center to another, where the content is led by the adults at those activity centers. We do, however, need adults at Seventh Day who will serve as "Lead Shepherds" and other adults to work in those activity areas of music, crafts, drama, and movement. If you're able to lead or help with one of those activity modules, please indicate your preference below!

Would you consider leading an adult small group?

_____ yes, prefer adults _____ no, only if there is no one else! _____ I'm flexible

_____ If there is a surplus of Small Group Leaders for an event, please feel free to contact me with other options for participating in the event.

What gifts do you bring that you feel comfortable contributing at events or to synod youth and faith formation ministry? (serve on a planning group; provide musical leadership; serve as doctor or other medical care-giver; work on Seventh Day with crafts, music, drama, or recreational movement; provide artwork or technical expertise; etc. etc.)

What is your youth ministry or faith formation role in your congregation, if any?

Do you know of other adults who might make good small group leaders or assistants at youth events?

All adults who work with youth at Virginia Synod events must carefully read and respond to the following set of expectations for adults:

- Our purpose as adults working with youth is to be faithful followers of Christ for the sake of each other and the youth whom we are called to serve, to build caring and supportive relationships with them, and to be examples of faith, love, and service for them. Adults must also be good examples of church commitment, regular worship, and Christian discipleship.
- Adult participants at Synod Youth Events are part of a community of mutual support and should commit to show the encouragement, respect, and mutual consolation toward one another that is appropriate to such a community.
- Adult participants at youth events must abide by the same expectations as apply to the youth - including matters pertaining to alcohol, drug, and tobacco use - and be willing to follow the restrictions and requirements of the event schedule (group and meal times, lights out, etc.).
- The primary responsibility for behavior of youth at Youth Events resides with the advisors from the congregations to which the youth belong, but all adults at Youth Events are called upon to make sure that youth abide by the event expectations.
- Adults working at Virginia Synod Youth Events must not have any prior history of sexual misconduct and must not engage in inappropriate touching, suggestive or intimate conversation, or other inappropriate behavior with youth. Every adult working at Virginia Synod Youth Events must be in good standing with their local congregation. No adult who has been restricted from working with children or youth at the local level will be permitted to serve as a small group leader at a synod youth event.

➔ Please answer:

- 1. Do you have any history of propensity or temptation toward sexual misconduct with minors or a sexual attraction to young people?** Yes No
- 2. Have you ever been the subject of a Child Protective Services or similar agency complaint or investigation?** Yes No

➔ Adults working at Virginia Synod Youth Events must disclose any prior history of criminal convictions to the Synod Director for Youth Ministry.

- 1. Have you ever been convicted of any criminal act?** Yes No
- 2. "I have read and agree to the above expectations."** Yes No

Our insurance company requires that all adults working with minors at our events undergo a national criminal and state sex offender background check. In order to serve as a leader at our events, you must go to our website and print out, complete, and return the background check permission form. A new permission form has to be submitted for each Aug.1-July 31 program year. If you are unable to locate or print this form, please contact Tina Toburen. Go to: www.vasynod.org and click on the "Youth Ministry" link, then on the "Youth Ministry Leaders" link, then on the "Permission to Conduct" link.

Signed _____ Date: _____

Please return this form to: **Tina Toburen, Virginia Synod ELCA, PO Box 70, Salem VA 24153** or toburen@vasynod.org
If you have any questions, please contact Pastor Tina at 734-239-4013 (cell) or toburen@vasynod.org.

NOTE: You should still plan to register for any event using the form for that event when the time comes. If you serve as a Small Group leader or Assistant Leader at LF, WC, or Kairos, the Synod covers the cost of your event registration except for a \$50 fee (that helps us cover things like processing, t-shirts, and materials) which gets paid when you register for the event. Congregations are encouraged to cover these expenses. If you are concerned that this fee will prevent you from attending the event, or you need to have the fee waived for any reason, please contact Pastor Tina directly at the Synod Office.