



# VBS 2023 Leader Handbook



**Name:** \_\_\_\_\_

## DAY 1 - Monday

**Bible Point:** When life feels dark, shine Jesus' light!

**Bible Story:** Jesus comes as a baby to be king. (Luke 2:1-20; Matthew 1:18-2:12)

**Bible Buddy:** COSMO

**Bible Verse:** "Jesus... said, 'I am the light of the world.'" (John 8:12)

**Show Your Spirit:** *Wear the color YELLOW!*



## DAY 2 - Tuesday

**Bible Point:** When people don't get along, shine Jesus' light!

**Bible Story:** Jesus accepts Zacchaeus. (Luke 19:1-9)

**Bible Buddy:** RINGO

**Bible Verse:** "Live in harmony with each other." (Romans 12:16)

**Show Your Spirit:** *Wear the color GREEN!*



## DAY 3 - Wednesday (Gospel Day)

**Bible Point:** When people are sad, shine Jesus' light!

**Bible Story:** Jesus cares for His mother during His crucifixion. (John 19-20)

**Bible Buddy:** SOL

**Bible Verse:** "Don't let your hearts be troubled. Trust in God." (John 14:1)

**Show Your Spirit:** *Wear the color ORANGE!*



## DAY 4 - Thursday

**Bible Point:** When people need help, shine Jesus' light!

**Bible Story:** Phillip helps the Ethiopian. (Acts 8:26-39)

**Bible Buddy:** HALLEY

**Bible Verse:** "Let your good deeds shine...so that everyone will praise your heavenly Father." (Matthew 5:16)

**Show Your Spirit:** *Wear the color PINK!*



# STELLAR Stations

## **Sing & Play Blast Off**

- *The Sing & Play Leaders introduce the Bible Point, Bible Verse and Bible Buddy each day.* Kids sing the theme song, “Shine His Light”! In addition to fun praise songs, kids sing at least one song each day that specifically ties to that day’s Bible Point. During this time, the VBS Mission Focus will be discussed as well.

## **Stellar Bible Adventures**

- *The Stellar Bible Adventures Leader repeats the Bible Point each day.* Kids experience the daily Bible story in a way that engages them physically and emotionally. Crew Leaders guide small-group discussions where kids connect their unforgettable Bible experiences to real life.

## **Imagination Station (Crafts)**

- *The Imagination Station Leader repeats the Bible Point each day.* Kids dive into exciting experiments and/or crafts that connect to the day’s Bible story and Bible Point.

## **KidVid Cinema/Galactic Snacks**

- *The KidVid Cinema Leader repeats the Bible Point each day.* The daily Bible Verse is reinforced as children watch and discuss the inspiring true story featured in each day’s video segment. Crews practice using a Bible to find and read each day’s key Bible Verse. Crews will also enjoy delicious snacks as well.

## **All-Star Games**

- *The Games Leader repeats the Bible Point each day.* Kids play games that connect with the daily Bible Point. Each day there are three fun game options to choose from. Kids listen to Sing & Play songs as they play games.



## Cosmic Closing

- *The Cosmic Closing Leader repeats the Bible Point each day. Kids sing the Sing & Play songs they've learned that day and recap the day's activities. The Cosmic Closing Leader also uses engaging object lessons to help kids apply what they've learned throughout that day.*

*\* Preschoolers will attend Sing & Play Blast Off each morning and then go to the Kids Building to participate in their own station rotations.*

*\*\* Kindergarteners will attend Sing & Play Blast Off each morning and then go to the Kids Building to participate in their own station rotations, and will join the rest of the group for Cosmic Closing.*

*\*\*\* Our Amazing Preteens (4th & 5th grades) will participate in Sing & Play Blast Off and Cosmic Closing together, but will have their own unique VBS experience throughout each day tailored to their ages and interests!*



## VBS Leader Expectations

THANK YOU SO MUCH for serving this week of VBS!!! It would not be possible without you!!! Please take a moment to review the following expectations for leaders at VBS...

### Attitude:

- Remember to smile and have a positive attitude. Nobody likes being around a Negative Nancy or a Crabby Carl. Children pick up on moods, both good and bad ones. If you are feeling down, one of two things may occur: First, a child might engulf your negative energy and be put in a bad mood as well. Or, a child might try to cheer you up. It is not a child's job to make you happy; as a VBS leader it is your role to make sure kids are experiencing the joy of Jesus. Our focus this week will be showing kid's God's love and making sure they have a blast while learning Biblical truths!

### On Time:

- 8:20am Daily Arrival Time
- All staff/leaders please park in the big parking lot near the sports fields
- Leaders and their kids report to the Worship Center for Huddle Time
- Huddle Time for all VBS Leaders will be from 8:20-8:30am each day
- After Huddle Time (8:30am) leaders will be released to drop off kids in childcare/preschool and then head to their positions
- *All VBS Leaders should be in their spots and ready by 8:40am*
- *Doors will open to receive kids in Crews in the Worship Center at 8:45am each day*

### Check-in / Check-out Times:



- Like last year, leaders and parents will not need to check-in/out on an ipad. Our amazing Registration Team will go around and handle checking in each leader to PCO as you are serving each morning.
- As a VBS leader, your name tag lanyard will be at your station waiting for you on the first day. You will be responsible for wearing it and bringing it back each day of VBS.
- Children will be dropped off in the Worship Center *before* Sing & Play Blast Off and picked up in the Worship Center *after* Cosmic Closing.
- On Day 1 of VBS, when parents drop off their children to their crew, the Crew Leader will give the parent a matching Security Tag that corresponds with their child's unique name tag identification number. *This 8x11 sheet will have 2 identical pickup tags for families to use throughout the week. Kids will use the same name tag lanyard each day and parents will use the same Security Tag each day.* If a parent does not have their Security Tag, please direct them to the Registration Table in the Worship Foyer to verify they are approved for pickup and to receive a new Security Tag.



**Children cannot leave with a person who does NOT have a matching Security Tag.**

- Crew Leaders will hand out the kids name tag lanyards each morning from their Crew Packet envelope AND collect each kids name tag lanyard when they are picked up each day. *Please do not let the kids take their lanyards home with them.*
- Immediately following dismissal of children, Station Leaders will prepare for the next day and Crew Leaders will help with cleanup.
- Please pick up your children from Preschool VBS (if applicable) *promptly* after your crew has been picked up or Station is cleared so that those leaders may pick up their kids as well.

### **Attendance:**

- As a Crew Leader, you will be expected to take attendance of the kids in your crew at the start of each day. You will have a paper roster on a clipboard. Please mark kids present on the roster when they arrive and keep it with you as you travel each day. At pick up, mark kids on the roster as they leave as well. When all kids are gone from your crew, leave the paper roster & clipboard on your Crew line in the Worship Center. *(food allergies will be on the rosters as well)*

### **Cell Phones:**

- Kids are surrounded by phones and screens everyday. What they need more of are individuals who will look them in their eyes and give them their full attention. *Cell phone use is permitted ONLY by adults for emergencies and contacting your coordinator/director, if needed.*

## **Preschool VBS:**

- Preschool VBS is offered for volunteer families only. Preschool leaders will head over to the Kids Building immediately following Huddle Time and will be ready to receive children starting at 8:30 A.M. each morning.

## **Discipline:**

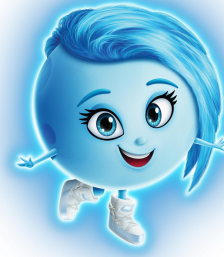
- Kids will be kids - please use mercy and grace when it comes to discipline. ***Praise positive behavior!!!***
- First Offense - verbal warning.
- Second Offense - contact Team Director.
- Third Offense - Team Director contacts Parent.
- Encourage children to use kind words and actions toward one another. ***Praise positive behavior!!!***
- **Station Leaders:** contact Angie Hampton (214-536-6418)
- **Crew Leaders:** contact - Kodi Tanner (817-825-0015)
- **Kinder Leaders:** contact Angie Hampton (214-536-6418)
- **Preschool Leaders:** contact - Mitzie Buss (817-994-6889)
- *PLEASE put your Director's number in your phone. We will each have of our phones with us at all times and you may text/call for questions and/or emergencies.*

## **Nurse Station:**

- If a child gets hurt we will have a Nurse Station set up in the Worship Center Foyer. We will also have first aid kits at the following locations for minor cuts/bruises...



- Worship Center Foyer
- Games Stations
- Kids Building Foyer



### **What to Wear:**

- Leaders are asked to wear your VBS shirt **EVERY** day. *(if possible)*
- Modest shorts and comfortable shoes are encouraged as well.

### **Hospitality Room:**

- Leaders will have a designated time during the day to take a break and enjoy the hospitality room located in the Worship Center Foyer. Station Leaders will take a break when no one is at their station. Crew Leaders will take a break when their kids are at KidVid Cinema. This is our appreciation to YOU and you'll need the break - SO TAKE IT!
- There will be over 100 leaders serving this week, so please be mindful when enjoying the refreshments. :)

### **Emergency Situations:**

- Tornado/Bad Weather:
  - Preschool - 3rd grade will go to the ACF Kids Building #2.
  - 4th & 5th Preteens will go to the Church Offices Building #4.
- Lock-down:
  - In the case of a lock down you will be notified by a Station Leader that a lock-down is in place. Please stay at the station you are at, turn off the lights, and get away from the windows (if applicable). Station Leaders will lock their buildings/doors.

## Student Leaders:

- Your main job at VBS is to be an amazing helper to your Station Leader or Crew Leader and the kids in your crew. The children will look up to you and want to be around you! Your Station Leader or Crew Leader must know where you are *at all times*. They can't do it without you! Please do not disappear or leave your station/crew without asking first.
- Kids Snacks are for the kids - not for you. Please do not eat the kids snacks or share their snacks with them, even if the kids ask you to share. You'll be able to go to the Hospitality Room and enjoy each day.
- Kids Crafts are for the kids - not for you. Please do not make your own.
- The kids in your crew or at your station want (and deserve) your full attention *all the time!* During VBS, please try not to give all your attention to your friends. And just another friendly reminder - NO PHONES! :)

## VBS Reminders:

*Text [@acfvbs2023](https://www.acfvbs.com) to [81010](https://www.acfvbs.com) for daily text message reminders.*



# ACF CAMPUS MAP

