



## Training Guide for Leads

Welcome to Bible Camp 2023! We are thrilled that you have chosen to be a part of this amazing experience. Our heart for Bible Camp is that it is not just a program. We want kids to understand the truth of the Gospel. It's our prayer that READY, SET, MOVE will allow Jesus to shine bright in your life and the lives of the children you will be impacting.

### Parent Guide

- Each parent will receive a Parent Guide. This booklet includes the daily schedule, check-in and check-out procedures, campus map with grade locations, dress up days, crafts, daily Bible focus and verse, snack ingredients, outreach donation information, and Family Fun night details.

### Morning Meeting

- All adult volunteers will meet **each morning at 8:00am** in the Worship Center for an overview of each day's activities, announcements, and prayer. Attendance binders will be handed out during this time.
- Please check in your own children before this meeting and bring your elementary kids with you.

### Check-In

- Check-in on Sunday Night, June 25th will be mandatory. Each child's check-in nametag will be their "ticket" to receive their Bible Camp backpack.
- Attendance sheets for the student check-in/out stickers are in the group binders.
- **\*\*NOTE\*\*** Group Leaders may NOT receive children who are not on their roster. If a parent asks for a child to be changed into or out of your group, you may bring that request to the registration leads and they will see if a change can be made. If it is possible, the change will take effect the following day. Let parents know that we have security procedures in place and cannot edit the rosters due to safety and security.

### Check-Out

- Parents **MUST** have check-out tags each day to release their child. If a tag is lost, they must go to the Worship Center lobby with their ID to receive a replacement security tag for their child. **The child MUST remain with the Group Guide while the parent requests the replacement tag.**
- Students may be picked up by a sibling high school aged and up.
- If another adult is picking up the child, they must have signed the alternate release form found in the back of the attendance folder. One form may be used for multiple days as long as it includes the dates and is signed by the parent.

### Late Check-In

- Grade-Level Leads will collect attendance binders from the Grade Guides each morning just before they enter the Worship Center for the opener.
- Students arriving after the attendance folders have been collected **MUST** check-in at the table in front of the Worship Center.
- Those students will be escorted inside to their group by a Leader in Training (Axis Jr. High/ High school student volunteer). Watch for late arrivers.
- Attendance folders will be redistributed to the Group Guides when exiting the Worship Center.

### **Group Stations**

- Grade Group stations will wrap around the front and sides of the Worship Center courtyard. They will be marked by a colored cone and a sign including the group name. This is where you will meet each morning and where parents will pick up.
- Each group sign will include rotation schedule for easy reference.
- Large baskets will keep finished crafts/activities and any paperwork that needs to go home at the end of the day.
- Rec, Craft, and Small group station volunteers will be assigned to help at specific grade group station during pick-up times. They will help with crowd control, giving out crafts, and directing parents as needed.

### **Rotation Stations**

- Be familiar with your rotation schedule.
- Pay close attention to group names, colors and doors. Signage is posted to help with congestion and to ensure transitions go smoothly.
- Follow ENTER and EXIT signs when transitioning in and out of buildings.
- Use roll sheet to take attendance when arriving at a new station.
- Keep students moving through hallways.

### **Leaders in Training (Nexus / Axis Student Helpers)**

- Leaders in Training are student volunteers. They are training and will learn from the Leads and Group Guides how to interact with kids, assist at stations, and act as an extra set of hands.
- A mandatory meeting for all Leaders in Training will take place in **SL3 at 8:00am each day** of Bible Camp.
- Leads and Group Guides will likely need to remind the Leaders in Training to focus, stay on task, and behave appropriately.
- Leaders in Training are expected to participate throughout the week in rec activities, small groups and help with crafts.
- Leads and Group Guides will reinforce rules such as: staying with their groups-especially when transitioning, listening when adults are speaking, and showing respect when given a direction.
- Leaders in Training follow the same bathroom rules as the adults.

### **Bathroom Procedures**

- All volunteers (student and adult) are required to use single stall restrooms.
- Single stall restrooms are in Room 303 in Safari Land 1, all classrooms in Safari Land 2, and in most All Stars classrooms.
- Volunteers may escort children to the hallway bathrooms and remain outside the door.
- Never be inside a closed bathroom with a child.

### **Infirmary - Main Location will be in Crafts located in the All-Stars Pod (center room)**

- **There will be a nurse in each of the following locations as well, Worship Center, Rec, & Pre-school.**
- Leads and Group Guides are responsible to help students have a safe week. If you see unsafe behavior, discourage it.

- Students with eye or skin infections, green or yellow runny nose, fever, diarrhea or vomiting within the last 24 hours, or other symptoms of communicable or infectious disease may NOT attend Bible Camp.
- Children who are ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up.
- For minor scrapes and bruises, volunteers can provide first aid (Band-Aids, soap & water) as appropriate. Please carry the provided Band-Aid packets with you each day.
- Do not administer any medication to a student.
- For injuries requiring medical attention, remain calm. Contact the nurse at your station. If warranted by circumstances, an ambulance will be called.
- **Once the student has received appropriate medical attention, an incident report must be made.** Incident reports must be signed by a Bridge Staff Member and the parent. A photocopy must be made and filed.

### Food Allergies

- All Bible Camp snack foods can be found in the Parent Guide given at check-in or located on the Bridge App. Any students with food allergies are free to bring their own snack for the day.
- Allergy stickers are available to help further protect students.
- Epi-pen forms must be filled out and signed by a parent. **The Group Guide must always carry epi-pens.**
- Group Guides are responsible for communication with parents about a child's food allergy.

### Discipline

- Let each child know that you care about them. Practice real concern and love. Children know when you are genuine.
- Make eye contact. As much as possible, be at the same eye level as the students in your group. This may mean sitting on the floor, squatting down or kneeling over a table.
- Build expectations. If you have something very important to say, don't hesitate to say, "I want you to listen. What we are going to talk about is very important."
- Remove distractions. If a child has a toy or an object in their hands and you need their undivided attention, politely tell them to put it away.
- You are in charge. Establish clear expectations and go over them before the day starts. Always start by stating the main purpose for coming to Bible Camp and what the expectations are for the day. Examples are "Keep your hands to yourself" and "Listen when others are speaking".
- During large group presentations help the students stay attentive and focused by moving around the room and sitting next to those who are distracted. With gentle taps to shoulders or with eye contact, most quickly respond because they know they are misbehaving. If necessary, remove them from the group and sit with them outside the group after explaining to them the behavior that was inappropriate.
- Be consistent in praising the behavior you would like to see demonstrated.
- Give consequences in a consistent manner. For example: "The first time you choose not to listen and choose to disrupt others, I will ask you to sit next to me so that I can remind you to control yourself. If you choose again to do this behavior, then you will be asked to go with the Group Guide for five minutes. If you still choose to not be a cooperating member of the group, I will talk to your parent at pick up time."
- Never use corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline of children.
- Use the resources of the team. Work together with other Leads and Group Guides in managing children's behavior. Always communicate with a Bridge KidMin Staff Member in any significant discipline matter.

### Modesty

Bible Camp is an event dedicated to the teaching of God's Word to the children of our community. The utmost modesty in clothing must be upheld at all times so that nothing distracts from our main purpose. As a leader, you are an example of Christ not only to the kids but to your team as well.

- Women/girls no low-cut and/or revealing necklines, open midriff tops or revealing shorts, skirts or rompers. If you have to tug and pull on it, it's too short.
- Men/boys no underwear showing over pants or shorts that hang too low.
- Any volunteer that is deemed inappropriately dressed will be provided an oversized T-shirt to wear for the day.
- Be mindful- activities will include bending, sitting on the floor, outside rec, etc.

### **Evangelism**

- All week, Students are presented the Gospel and given a chance to talk through the Salvation message with a leader.
- There will be a Prayer Team available that is ready to talk and pray with kids who are ready to make a decision to follow Christ.
- Give the kids the opportunity every day to talk or pray with you or the Prayer Team.
- Adult leaders can stay with students who are making the decision.
- Leaders prepare beforehand with prayer. Ask for wisdom and discernment with the students in your group. Know how to have conversations with students about the Gospel message.
- Look for and expect the Holy Spirit to convict of sin and to reveal truth.
- Use God's Word when counseling students. The "Salvation Conversation Guide for Kids" is provided for guidance.
- Remember to fill out the Decision card, and turn it in to the Grade Lead.

### **Service Projects**

- Students will be giving money as tithe and offering for Children to Love at Bible Camp this year.
- Bridge Offering Boxes will be available for kids to put their donations in at the beginning or end of the day in the Worship Center.

### **Memory Verse**

- ***"Let us keep looking to Jesus. He is the one who started this journey of faith. And he is the one who completes the journey of faith." Hebrews 12:2.***
- Keep a handful of candy (NO NUTS!) in your pocket for kids who can recite their memory verse. This is a great way to keep them occupied while waiting in line or during a few minutes of downtime.
- Challenge kids to memorize other verses or the chapter if they have already mastered the verse.
- Younger kids enjoy saying the verse together or in silly voices-make it fun!

### **Postcards for Students**

- Postcards are provided in the attendance binders for the Group Guides to write a note of encouragement to each student.
- Encourage Group Guides throughout the week to complete a few each day.
- Completed postcards will be collected by the end of camp on Thursday.
- The note is written on the left.

\*All Leads are encouraged to write thank you notes (provided) for the Group Guides they oversee.

### **Miscellaneous**

- Honor your volunteer commitment. Be on time and ready for the day. If unforeseeable emergencies arise, please contact your leader ASAP.

- Clean up after yourself and ask the students in your group to do the same. If you see something that needs attention, take care of it. Leave all stations clean and ready for the next group.
- Stay connected to your team. Text with leaders throughout the week with encouraging words or verses. Pray through frustrations and praise God for victories.
- Debrief with your team to assess ways you can improve.

### **Overview**

Overall, the most important thing to remember is to love the kids! Let them see Jesus in you! Build a relationship with them, listen to them, and learn about their lives. Talk to them as you go through the day's lesson and activities. Help them discover the truth of God's word and how it fits into their world. And don't forget to repeat the bottom line of the day and help them apply it to their lives. YOU make a difference!

**THANK YOU FOR VOLUNTEERING!**