



# VBS

# Volunteer

# Handbook

# Welcome!

Welcome to the VBS team! We are so excited to have you serving at Mt. Zion as part of Vacation Bible School! Since we place a high value on kids and families, we have created this guide to help you feel fully prepared for your serving role. No matter what role you play, we believe it is important that all of our volunteers know our basic policies and core beliefs.

## Mission Statement/Core Values:

- WE WILL MAKE IT SAFE!
- WE WILL SHARE JESUS WITH PASSION!
- WE WILL BRING THE FUN!
- WE WILL ENGAGE THE FAMILY!

## Volunteer Requirements

- Volunteers over the age of 18 must submit Safe Sanctuary paperwork, which includes a ministry covenant, sexual misconduct questionnaire, and criminal background check.
- Volunteers under the age of 18 must submit Safe Sanctuary paperwork, which includes a ministry covenant and sexual misconduct questionnaire.
- Once Safe Sanctuary is approved, you must renew your paperwork every three years. If you are a youth serving, you must also renew your paperwork when you turn 18.

# Volunteer Expectations

- **Arrive on time.** Please arrive at your serving area at by 8:15am on Monday and by 8:25am on Tuesday-Friday. This allows us to prepare our areas, review last minute information, and be ready to open the rooms for the kids!
- **Be prepared.** Regardless of your volunteer position, please come prepared to serve. Regular communication via email with curriculum and announcements will be sent to all volunteers. Be sure to check your email each evening for any updates and announcements.
- **Keep in touch.** Let Amanda know in person, by text, or by phone call if you will be LATE or LEAVING EARLY or NOT ABLE TO SERVE on your assigned day/time. [mzkids@mzprays.org](mailto:mzkids@mzprays.org) or 443-655-0381.
- Each person is an important part of our team and we value you enough to want to know when you are gone, as well as valuing our kids enough to find a sub.

# General Volunteer Policies

- **Appearance:** We ask you to wear the MT. Zion VBS shirt while you serve. Please be conscious of what you are wearing while working with kids. Skirts, low cut pants, leggings, and short shorts are not comfortable or always appropriate as you bend down and sit on the floor with children.
- **Name tags:** All volunteers should be wearing a VBS name tag while serving.
- **Social media:** **Please do not post photos of children while you are serving.** We do not have a photo release on file for every kid to be able to take their photos, and we want to be especially careful that unauthorized photos of children end up on social media. If you take pictures during the day, email them to Amanda at [mzkids@mzprays.org](mailto:mzkids@mzprays.org).
- **Health:** If you are sick, please stay home.
  - For the health and safety of all kids, families, and volunteers, please do not come to VBS if you have experienced any of the following within the last 24 hours:
    - Fever of 99.5 degrees Fahrenheit or higher
    - Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

## Emergency/Evacuation procedures

- Should an emergency arise or it becomes necessary for us to evacuate the building, we will stay in contact with you as a leader.
- Crew Leaders: Be sure to count your kids and have your attendance list with you at all times; check-in volunteers are responsible for taking the computers with them.
- If you are evacuating the building, count your kids before leaving the room, and take attendance again once you are in the designated safe spot outside.
- A leader should be the first one out and the last one out of the room. This enables the leaders to be between all children in the class. The last leader out should do a quick sweep of the room for any children who might be hiding or fearful.
- Stay with your group of kids at all times. This means if you have a child in another class, you will need to trust that their leaders are caring for the kids they are responsible for as well as you are caring for the kids you are responsible for.
- If a parent tries to pick up their child during an evacuation or emergency, invite them to walk with you to your designated safe location, and then check their child out using the proper check out procedure.
- **Fire Evacuation**
  - Before leaving the room, make sure it is an actual fire and that the fire alarm was not just pulled.
  - Take children out nearest door
    - Room 6 - Use side door by lobby – have children hold onto rope
    - Room 8 – Go out the back door
    - Rooms 9-12 – Down back stairs and out the back door
    - Rooms 13-15 – Down front stairs and out the side door

- Children's Area – Up front steps in Children's Area and out front door
- Fellowship Hall – Up front steps in Fellowship Hall and out the side door
- Sanctuary – Out the back of the sanctuary and out the front door
- Craft and Science Tents, Recreation Areas – Walk behind the Education Building to the cemetery meeting place.
- Meeting place
  - Cemetery – take students to the pathway on the far left of the cemetery as you face the tent. Have students sit on one side of the walkway with their class. It is important that all students sit to keep order and to make sure they do not wander off.
  - Once outside, the coordinators will go class by class to make sure all students are present. Check-in person(s) should be at end of walkway by Tents.
  - Whichever classes are at the end of the walkway, please make sure an adult stays at the end of the walkway to keep children from going into the parking lot or roadway.
  - Once everyone is accounted for, the check-in person will be allowed to check kids out if needed; parents must report to the check-in person before getting children.

- **Problem in the Education Building (Active Shooter, Other Threats)**

- As a volunteer, you will need to make a decision as to whether to stay in the building or get out. If you choose to stay, then think about these things:
  - Classroom – doors shut, locked, move children away from window and hide out of sight of door window as much as possible (best to lock door when you are in classroom; provided there are 2 adults in the room). A key will be hung on an MZ Kids lanyard in all of the classrooms
  - Fellowship Hall – try to quickly move to one of the classrooms. If unable to get to a classroom, move to the bathrooms on the Fellowship Hall side.
  - Children's Area – Move as quickly as possible to one of the classrooms (rooms 1-4).
- As a volunteer, if you choose to leave the building, then think about getting as far away from the building as possible. There is a neighborhood behind the church, try to go that way if possible, so kids are not close to the main road. There is also the car wash and Royal Farms which are public places.

- As leaders, have a plan in your mind as to what you would do if there is a problem in the building. Talk with your co-leader to discuss what you would do in an emergency. Your job is to keep the children and yourself safe.

## UPDATES

The guidelines below are to address the procedures we have put in place. We respect that everyone has different opinions in this season. While serving at Mt. Zion, we ask that you abide by the guidelines laid out in this booklet. If you have a question or suggestion for the MZ Kids guidelines we ask that you email or talk with us. We welcome your input, but during VBS programming will not be the time to adapt as we cannot retrain everyone on the spot. Instead, email us or talk with us after the VBS day is over.

- Hand-sanitizing stations are available at check-in and in each classroom.
- Hard surfaces should be wiped down in between groups if possible
- Check-in will be done through Church Community Builder.
- At the end of class, all used supplies should be cleaned. In stations where children are sharing supplies, please prepare two sets of supplies so that one set can be sanitized before being used by another group.
  - Spray or wipe down - scissors, shared craft items
  - Wipe down all tables with sanitizing wipes (there is a container in each room)
- We all need to work together to help keep everyone safe.