

Guidelines for Assistant Crew Leaders

- Be on time! Report to your area by 8:15 a.m. on Monday and 8:25 a.m. Tuesday – Friday.
- Please plan to wear your VBS Volunteer shirt each day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be on silent or vibrate during your time of ministry. Your total attention is to be on the children.
- All helpers need to be in the Sanctuary by 9:10 a.m. Please actively participate in music/ motions—Children are learning about worship from us. Learn the theme and help reinforce it throughout the day. It is the Word we are to share in love.
- Stay with your group or area. Your ministry is to the children and your focus should be on them and not your peers. Participate or help at all times. Respond to the area leader as the children should. The children will reflect your attitude.
- Children need to participate in all activities. Encourage them to get involved. Do not put a child on your lap or carry them for we need to give all the children equal attention.
- If a child needs to use the bathroom other than during their bathroom break, send the child accompanied by a youth helper and an adult helper. Both helpers stand in the hall and wait for the child to come out.
- If a child will not respond to correction and is defiant to authority, refer him/her to a Director. Separate the child from the others until the situation can be addressed.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!

Guidelines for Crew Leaders

- Be prepared to greet your group! Be in your room by 8:15 a.m. on Monday and 8:25 a.m. on Tuesday – Friday.
- Please wear your VBS volunteer shirt each day.
- Please carry the crew's backpack with you at all times. This will be helpful in carrying your attendance sheet, hand sanitizer, band aids, and other items children may need. These will be provided.
- At drop off, make sure the child has a name tag on in a place that can easily be read. At pick up, the person picking up the child must have a matching sticker that has been marked by the check-out team. Here is how the check-out tickets will be marked - Monday – Star, Tuesday – Rectangle, Wednesday – Heart, Thursday – circle, Friday – Star. Keep the attendance sheet with you at all times by putting it in your backpack.
- When a child who cannot have his/her picture taken checks in, place a red circle on his/her sticker.
- Children may NOT bring games, toys or backpacks. Please give them back to the parent/guardian. If children have cell phones, we ask that they keep them put away during the day. If they have them out, please ask them to put it away. If it becomes a problem, you may hold onto them until the end of the day.
- All volunteers must wear a nametag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be on “silent” or vibrate during your time of ministry. Your total attention is to be on the children.
- All leaders need to bring their crew to the Sanctuary by 9:10 a.m. Please actively participate in music/ motions—Children are learning about worship from us. Learn the theme and help reinforce it throughout the day. It is the Word we are to share in love.
- Participate or help in ALL areas. Respond to the area leaders. The children will reflect your attitude.
- Children need to participate in all activities. Encourage them to get involved. Do not put a child on your lap or carry them for we need to give all children equal attention.
- A bathroom break can be given before snack time. Use your hand sanitizer in your backpack to help things move quickly. Pray before the snack.
- If a child needs to use the bathroom at any other time, send the child accompanied by a youth helper and an adult helper. Both helpers stand in the hall and wait for the child to come out.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!

Check-in/Check-Out

- Be prepared to greet VBS participants and their parents/guardians! Be at the check-in station by 8:15 a.m. on Monday and 8:25 a.m. on Tuesday – Friday. Return to the check-out station at 11:45 a.m. each day.
- Please wear your VBS volunteer shirt each day.
- Use Check-in system to sign children in.
- Use Check-in system to sign children out; be sure to hole punch the child's label, so the crew leaders know the child has been signed out. Monday – Star, Tuesday – Rectangle, Wednesday – Heart, Thursday – circle, Friday – Star
- If a visitor comes into the building during VBS, check to see where they are headed and then give them a visitor tag.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be turned off during your time of ministry. Your total attention is to be on checking the children in/out.
- In the event of an emergency, take the laptop you are using with you. The meeting spot is the sidewalk in the graveyard.
- If there is an emergency, you can reach Amanda at 443-655-0381.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child's experience in VBS may also be his first experience in discovering the Love of our Lord!

Station Leader

- Arrive by 8:15 a.m. on Monday and 8:25 a.m. on Tuesday – Friday. Check with Amanda, Makena, or Pam to see how you can be of help while kids are arriving.
- Be prepared to greet your group! Be in your area by 9:10 a.m. each morning. You may not be able to get into your room earlier if there is a group using your room. You will have to wait until that group goes to opening.
- Please wear your VBS Volunteer t-shirt each day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be on silent or vibrate during your time of ministry. Your total attention is to be on the children.
- Prepare lessons in advance of VBS. You will have your own leader's guide. Please return your leader guide at the end of the week.
- Make a list of needed donations and give it to the donations coordinator.
- Prepare your classroom to receive children by 9:35 a.m.
- Maintain order and discipline in your classroom.
- Teach your station to the children. Be aware of how the children are receiving the lesson. Interact with the children and be interested in what they have to say. Be sure to reinforce the daily theme and scripture verse. Close your station with prayer.
- 1 Timothy 1:12 "I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service." We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child's experience in VBS may also be his first experience in discovering the Love of our Lord!

Station Leader Helper

- Arrive by 8:15 a.m. on Monday and 8:25 a.m. on Tuesday – Friday. Check with Amanda, Makena, or Pam to see how you can be of help while kids are arriving.
- Be prepared to greet your group! Be in your area by 9:10 a.m. each morning. You may not be able to get into your room earlier if there is a group using your room. You will have to wait until that group goes to opening.
- Please wear your VBS Volunteer shirt each day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be on silent or vibrate during your time of ministry. Your total attention is to be on the children.
- Assist the teacher you are working with.
- Help maintain order and discipline.
- Be sensitive to the children and how they are responding.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!

Elementary Coordinator

- Help in recruiting needed station leaders, station helpers, crew leaders, assistant crew leaders, and teen helpers for elementary school.
- Communicate with the director about any needs and/or concerns before and during VBS.
- Be in your area by 8:15 each morning.
- Please wear your VBS Volunteer shirt each day.
- Monitor volunteers' kids in Room #4 before and after VBS each day. Volunteers who are bringing children will drop children off to you. They should give you the child's tag, so you can hand the tags to the crew leaders. At the end of the day, they will give you their child's tag to pick them up.
- Assign someone to make sure all crew leaders are in place each morning. Assigned person will let the director know once each room has a crew leader in place, so the doors can be open.
- Each morning during VBS make sure that station leaders are present and have what they need.
- During VBS monitor crews and stations. Address any problems or concerns the leaders or helpers have.
- Each day at the end of VBS meet with the director/committee to discuss concerns and praises for the day.
- Make sure needed supplies are in each classroom for the next day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be turned off during your time of ministry. Your total attention is to be on the children.
- 1 Timothy 1:12 "I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service." We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child's experience in VBS may also be his first experience in discovering the Love of our Lord!

Pre-K and Kindergarten Coordinator

- Help in recruiting needed station leaders, station helpers, crew leaders, assistant crew leaders, and teen helpers for Pre-K and Kindergarten.
- Communicate with the director about any needs and/or concerns before and during VBS.
- Be in your area by 8:15 each morning.
- Please wear your VBS Volunteer shirt each day.
- Monitor Pre-K and Kindergarten volunteer's kids in Room #4 before and after VBS each day. Volunteers who are bringing children will drop children off to you. They should give you the child's tag, so you can hand the tags to the crew leaders. At the end of the day, they will give you their child's tag to pick them up.
- Assign someone to make sure all crew leaders are in place each morning. Assigned person will let the director know once each room has a crew leader in place, so the doors can be open.
- Each morning during VBS make sure that station leaders are present and have what they need.
- During VBS monitor crews and stations. Address any problems or concerns the teachers have.
- Each day at the end of VBS meet with the director/committee to discuss concerns and praises for the day.
- Make sure needed supplies are in each classroom for the next day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be turned off during your time of ministry. Your total attention is to be on the children.
- 1 Timothy 1:12 "I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service." We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child's experience in VBS may also be his first experience in discovering the Love of our Lord!

Music Leader

- Choose songs that children will sing in advance of VBS. You will have your own leader's guide.
- Recruit band members to play during VBS.
- Set up practice times for the band to practice before VBS.
- Coordinate any needs for Tech with the Mt. Zion Tech team.
- Be in your area and ready to play by 8:25 a.m. each morning.
- Be prepared to greet your group!
- Teach your station to the children. Be aware of how the children are receiving the songs. Interact with the children and be interested in what they have to say. Be sure to reinforce the daily theme and scripture verse.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be turned off during your time of ministry. Your total attention is to be on the children.
- 1 Timothy 1:12 "I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service." We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child's experience in VBS may also be his first experience in discovering the Love of our Lord!

Guidelines for Donations Leader

- After volunteers are found for each station, follow up with station leaders to get a list of needed supplies for their station.
- Make donation cards with needed donations on them by family service in May.
- Hang donation cards on a tree in the Lobby of the Education Building and in the Lobby of the Tent.
- Make a box to be put in the Lobby of the Education Building and in the Lobby of the Tent to collect donations.
- Keep donations in a place that they are accessible to the station leaders.
- Track donations that come in. As VBS approaches, meet with the director to let him/her know what still needs to be bought.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!

Guidelines for Registration

- Set up on-line registration for VBS with the director, so that children can be registered on-line.
- Create a paper registration that can be handed out to the congregation and to children in Sunday School.
- Monitor on-line registration once it is opened.
- Add any paper registrations to on-line as they are handed in.
- As VBS approaches, meet with director and Dave Ferg to discuss putting the registration in the check-in system.
- The week before VBS assign students in on-line registration database to classes.
- VBS Week - Be prepared to greet VBS participants and their parents/guardians! Be at the check-in station by **8:15 a.m. on Monday and 8:25 a.m. on Tuesday – Friday**. Return to the check-out station at 11:45 a.m. each day.
- Please wear your VBS volunteer shirt each day.
- Each day after VBS put any new registrations into the computer system.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!

First Aid Station Leader

- Be available at 8:35 a.m. every day to greet any VBS children that may have medical concerns.
- Please wear your VBS volunteer shirt each day.
- Keep a list of medications, dosages for each patient every day in case parents want to know what was given at what time.
- Treat minor medical issues.
- If there is any “major” incident, document the incident and give a copy to the director.
- Keep track of any medication dropped off by a parent.
- Know how and where to access emergency phone numbers.
- Carry your cell phone with you, in case you need to be contacted.
- Obtain a first aid kit from the director and double check to see that all necessary contents are in there. If other necessary items are needed, let the director know so they can be purchased.
- In case of Emergency – contact parents and discuss problems; if necessary call 911.
- If there is any emergency, you can reach Amanda at 443-655-0381 or Makena at 667-256-3933.

Guidelines for VBS Director Helper

- Be on time! Report by 8:15 a.m. each day.
- Please plan to wear your VBS Volunteer shirt each day.
- All volunteers must wear a name tag. If anyone is seen in our halls without one on, they will be asked to see a Director.
- Cell phones are to be on silent or vibrate during your time of ministry. Your total attention is to be on the children.
- Complete any tasks assigned to you by the VBS Director.
- 1 Timothy 1:12 “I thank Christ Jesus our Lord who has given me strength, that he considered me faithful, appointing me to his service.” We have all been called to serve the Lord through Vacation Bible School. What a gift and privilege that is! Remember that a child’s experience in VBS may also be his first experience in discovering the Love of our Lord!