



VBS

VOLUNTEER HANDBOOK

FLORENCE BAPTIST CHURCH

VBS Volunteers
Rotation Leaders

Music		
Games/ Recreation (K-1 st Grade)		
Games/ Recreation (2 nd -5 th Grade)		
Crafts (K-1 st Grade)		
Crafts (2 nd -3 rd Grade)		
Crafts (4 th -5 th Grade)		
Snacks		
Bible Story (K-1 st Grade)		
Bible Story (2 nd -3 rd Grade)		
Bible Story (4 th -5 th Grade)		

Registration/ Records		
Time Keeper		
Feed His Kids		
Assistant to the VBS Director		
Audio/ Video		
Nurse		
Video/ Photography		

VBS Volunteers
Tour Guides

K-A		
K-B		
K-C		
K-D		
1-A		
1-B		
1-C		
1-D		
2-A		
2-B		
2-C		
2-D		
3-A		
3-B		

3-C		
3-D		
4-A		
4-B		
5-A		
5-B		

VBS 2022 - June 6-9 - Job Descriptions

Basic Information

Dates: June 6-9, 2022
Location/ Times: Mt. Zion Campus/ 6:00-8:30pm
Grades: Preschool-going into 5th grade
Theme: "Spark Studios: Created in Christ; Designed for God's Purpose"
Verse: Ephesians 2:10
Overview: Monday: God, the Creator (Acts 13:21-23; Psalm 104)
Tuesday: God, the Designer (1 Samuel 16)
Wednesday: Jesus, the King (Ps. 118:26; Acts 13:21-23; Matt. 21:1-11)
Thursday: Jesus, the Redeemer (Luke 23:13-25, 44-56; 24:1-12, 36-49)

For more information, contact Brandon Emerson: bemerson@florencebaptist.org.

VBS Rotation Leaders

A VBS Rotation Leader has the important job of leading a station that the children will rotate through. We offer four rotation tracks:

- Bible Story Track
- Craft Track
- Game Track
- Snack Track

The joy of this position is that you get to bring God's truth to the kids in your own specialized way each evening.

Expectations:

- 1) Every rotation leader is expected to attend the VBS training meeting **on May 11, 2022 at 6:30pm.**
- 2) Every rotation leader over 18 years old must fill out a background check before serving in kid's ministry.

- 3) Please register as an adult volunteer on the church website at www.florencebaptist.org/events.
- 4) Meet with your rotation team prior to VBS so you all know what to expect from each other and how to work together.
- 5) Every Rotation Leader is expected to decorate their own room. We will have a decorating night on **Wednesday, June 1 at 6:00pm**. See Brandon for more information.
- 6) You can only use blue painter's tape to hang up posters and decorations in your room. Do not use anything else to stick stuff to the walls (masking tape, duct tape, super glue, etc.).
- 7) Every Rotation Leader is expected to help take down the decorations once VBS is over. On the last day of VBS, boxes will be placed in each room. Fill those boxes with decorations and place them in the hallway. Also, place all trash bags in the hallway as well.
- 8) During VBS, **arrive by 5:30pm** for prayer in the Commons. If you have young kids with you, you can bring them to the Commons with you.
- 9) Make sure to check in at the iPads at the registration area each morning and get your security tag.
- 10) Be prepared to talk with any child who asks questions about becoming a Christian. Brandon will cover this material during the VBS training meetings.
- 11) Pray for the kids who will attend VBS and that God will do amazing things this year!
- 12) We will dismiss at **8:15pm on Thursday** in order to get ready for the closing celebration.
- 13) Stay off your phone until after VBS is over. Kids get easily distracted if they see you playing on your phone.
- 14) Invite your friends to volunteer for VBS too! Teamwork makes the dream work!!

Bible Story Track:

Expectations:

- 1) Bible Story track leaders will show up on time and prepared to teach the day's assigned lesson.
- 2) Bible story track leaders can use props, materials, videos, costumes, and other devices to better communicate God's word on a level the kids can understand. Let Brandon know what you need so that we can gather your materials and supplies.
- 3) Bible story track leaders will also serve as greeters in the atrium on **Monday-Thursday**. Please wear a first impressions badge and be ready to welcome guests at **5:40pm**

Craft Track:

Expectations:

- 1) All of the craft projects will be in labeled bins in each craft room during the week of VBS.
- 2) Make sure that all of the tables in the craft rooms are covered with bulletin board paper or a table cloth.
- 3) On the last day of VBS (**Thursday, June 9**), all of the 2nd-5th graders will meet in the Fuel 45 room for a gospel presentation instead of doing a craft project.

Game Track:

Expectations:

- 1) The Game track leaders are responsible for giving clear instructions and expectations for everyone playing the game.
- 2) The Game track leaders will make sure the kids are having fun in a safe manner (no fighting allowed!).

- 3) The Game track leaders will be ready to go through the discipline steps for anyone who refuses to obey the set instructions and expectations. See the Discipline Policy in the VBS Volunteer Handout for more information.
- 4) The Game track leaders will contact the nurse if there is a minor injury or if a child is dehydrated. The nurse will be sitting at the kid's information desk.
- 5) The Game track leaders will contact Brandon if there is a major injury or any fighting.
- 6) In case of rain or bad weather, the 2-5th grade game track will meet upstairs for indoor activities.

Snack Track:

Expectations:

- 1) The Snack team will provide snacks for all the children and adult leaders at VBS throughout the evening. VBS Tour Guides will be available to help distribute the snack to their groups.
- 2) There will be plates, napkins, cups, snacks, water pitchers, a snack guide, and an allergy report in the Commons as you arrive each morning.
- 3) The kids will drink water from the water pitchers. The water bottles in the refrigerator are for the adult volunteers.
- 4) Greet kids as they walk in and have them sit at the tables once they enter the room. You can bring the snacks to them.
- 5) Let Brandon know if you are running low on snacks and he will make sure they are replenished.

VBS Tour Guides

If you love the Lord and love kids, you can do this job! This is the perfect opportunity to really get to know the kids. You will take the children through all the stations throughout the course of the evening where you'll learn important Bible truths and have a lot of fun! And you won't be alone. You'll have other helpers assigned to your group who will travel with you.

Expectations:

- 1) Every rotation leader is expected to attend the VBS training meeting **on May 11, 2022 at 6:30pm.**
- 2) Every rotation leader over 18 years old must fill out a background check before serving in kid's ministry.
- 3) Please register as an adult volunteer on the church website at www.florencebaptist.org/events.
- 4) During VBS, **arrive by 5:30pm** for prayer in the Commons. If you have young kids with you, you can bring them to the Commons with you.
- 5) Make sure to check in at the registration area each evening and get your security tag.
- 6) Be in the worship center ready to receive children **by 5:40pm.** Check the VBS Volunteer Handbook on where your section and row are before VBS begins.
- 7) Greet parents and children each evening as they arrive.
- 8) Your tote will be placed by your row each evening. Each tote contains a class roster on a clipboard, color wristbands, Band-Aid's, and postcards.
- 9) Take attendance each evening as kids arrive. Make sure that each child has a security tag and a color wristband on.
- 10) Make sure that kids do not get on the stage or run in the hallway. See the Discipline Policy in the VBS Volunteer Handout for more information.

- 11) Follow the daily schedule. The schedule can be found in the VBS volunteer handbook.
- 12) Enjoy the children through the evening as you lead them through the different rotations.
- 13) Tour guides will be doing a lot of walking throughout the evening, so wearing good, sturdy walking shoes is highly recommended.
- 14) Sign the kids out to their parents at the close of VBS. Make sure that the one checking the child out has the correct security tag. See Brandon (I'll be in the front of worship center) if a parent or child doesn't have a security tag.
- 15) Be prepared to talk with any child who asks questions about becoming a Christian. Brandon will cover this material during the VBS training meeting.
- 16) Pray for the kids who will attend VBS and that God will do amazing things this year!
- 17) On the last day of VBS (**Thursday, June 9**), all of the 4th and 5th graders will meet in the art room for a gospel presentation instead of doing a craft project.
- 18) We will dismiss at **8:15pm on Thursday** in order to get ready for the closing celebration.
- 19) Stay off your phone until after VBS is over. Kids get easily distracted if they see you playing on your phone.
- 20) Invite your friends to volunteer for VBS too! Teamwork makes the dream work!!

Decorating Team

The Decorating Team is responsible for hanging decorations around the church. We want our Decorating Team to go all-out this year! We will have a decorating night on **Wednesday, June 1 at 6:00pm**. They'll stay up until after the Closing Celebration. This commitment also includes taking down the decorations immediately after VBS and boxing them up to be donated to other churches in the area. If you want to be involved in VBS, but can't help out during the week, being on the decorating team could be the perfect job for you!

First Impressions Team

The First Impressions Team is responsible for 1.) welcoming guests into the church, 2.) being available to answer questions and provide directions as needed, 3.) and making sure that those in the atrium are moving along through the registration process. We want to make the first ten minutes of the day a great experience for everyone who walks through our front doors.

Music Team

Expectations:

- 1) Everyone on the music team is expected to have excellent stage presence, knowing all of the words and motions to every song, having great expression, full of energy, and a joyful attitude. The kid's pastor and/or the music team leader has the right to send home anyone who does not meet the expressed expectations set forth at the beginning of VBS music team rehearsals.
- 2) You will be given a rehearsal schedule by the end of February. You are expected to attend every rehearsal unless otherwise approved.
- 3) You must come to VBS dressed appropriately each day with either longer shorts or capris and your VBS shirt.
- 4) Meet at the sound booth at **5:40pm** for prayer and instructions.

Nurse

There will be a registered nurse on duty sitting at the kid's information desk during VBS to assist kids as needed. The nurse is only allowed to give out Band-Aid's and ice packs. If a parent needs to be called, Brandon will call the parents.

Registration Team

The Registration Team is responsible for making sure every child is checked in each evening. If the child is registered for VBS, they can print a security tag by entering their phone number into one of the iPads. If the child is not already registered, the registration team member will collect their information, place the new child in a group, give them a name tag, and turn in all information so the master list can be updated. Each member of the Registration Team will receive a Registration Team Training Guide before VBS begins.

Students

We could not pull VBS off without our student volunteers. Students are encouraged to sign up as helpers. Although we want to put students in areas that they want to serve, we will place students in the areas we need.

VBS Daily Schedule

K-1st Grade

VBS	Craft	Bible Story	Snack	Games
6:30-6:55	K-A K-B	K-C K-D	1-A 1-B	1-C 1-D
7:00-7:25	K-C K-D	1-A 1-B	1-C 1-D	K-A K-B
7:30-7:55	1-A 1-B	1-C 1-D	K-A K-B	K-C K-D
8:00-8:25	1-C 1-D	K-A K-B	K-C K-D	1-A 1-B

2nd-3rd Grade

VBS	Craft	Bible Story	Snack	Games
6:30-6:55	2-A 2-B	2-C 2-D	3-A 3-B	3-C 3-D
7:00-7:25	2-C 2-D	3-A 3-B	3-C 3-D	2-A 2-B
7:30-7:55	3-A 3-B	3-C 3-D	2-A 2-B	2-C 2-D
8:00-8:25	3-C 3-D	2-A 2-B	2-C 2-D	3-A 3-B

4th-5th Grade

VBS	Craft	Bible Story	Snack	Games
6:30-6:55	4-A	4-B	5-A	5-B

7:00-7:25	4-B	5-A	5-B	4-A
7:30-7:55	5-A	5-B	4-A	4-B
8:00-8:25	5-B	4-A	4-B	5-A

VBS 2022 Room Assignments:

Registration Area: Atrium

Opening Celebration: Worship Center

Craft/ Activity Area:

K-1 st Grade	1 st /2 nd Grade Room
2 nd -3 rd Grade	4 th /5 th Grade (Fuel 45) Room
4 th -5 th Grade	3 rd Grade Room

Bible Story Area:

K-1 st Grade	Kindergarten Room
2 nd -3 rd Grade	Downstairs A-139
4 th -5 th Grade:	Downstairs A-140

Snack Area: Commons

Games/ Rec Area:

K-1 st Grade	Commons
2 nd -3 rd Grade	Outside (by Commons)
4 th -5 th Grade	Outside (by Commons)

* Games will be upstairs in the case of rain.

Volunteer (VIP) Snack Room: Downstairs A-121



THE TEN COMMANDMENTS OF SAFETY

I.
YOU MUST FILL OUT AN APPLICATION WITH A BACKGROUND CHECK
BEFORE SERVING

II.
NO CHILD CAN ENTER OR EXIT THE KIDS/ KIDS JR. AREA WITHOUT A
SECURITY TAG

III.
TAKE ATTENDANCE RIGHT AWAY AND KEEP THE CLIPBOARD WITH YOU
AT ALL TIMES

IV.
NEVER BE ALONE WITH A CHILD BEHIND A CLOSED DOOR

V.
ALWAYS USE APPROPRIATE AFFECTION

VI.
IF A CHILD ACTS OUT, HANDLE IT THE RIGHT WAY, RIGHT AWAY

VII.
IF A CHILD GETS SICK WHILE AT CHURCH, WE WILL NOTIFY THEIR
PARENTS RIGHT AWAY

VIII.
IF A CHILD HAS A MINOR INJURY, WE CAN ONLY USE BAND AIDS AND
ICE PACKS AND WE WILL NOTIFY THEIR PARENTS WHEN NECESSARY

IX.
BECAUSE OF FOOD ALLERGIES, DO NOT GIVE OUT SNACKS WITH PEANUTS

X.
BE PREPARED TO ACT IN A SAFE AND SECURE WAY IN THE CASE OF A
SERIOUS INJURY, SEVERE WEATHER, FIRE, OR AN ACT OF VIOLENCE

Florence Baptist Church: KIDZ Ministry Discipline Policy

Our Mission: If a child acts out, we will handle it the right way, right away

Discipline: All teachers will establish classroom rules and expectations, and will maintain them consistently and fairly. If a disciplinary problem arises, this is what you should do:

Step 1: Warn the child

- Deal with the problem immediately.
- Handle situations individually as much as possible.
- Get the child's attention.
- Give a warning when a child fails to follow the rules.
- Remind the child of the rules.
- Explain the consequences of unacceptable behavior.
- Hold grace in one hand and truth in the other.

Step 2: Separate the child from the class for a short time

- If a child repeats the action, guide him/her to a quiet place separate from the children for a short, but designated period of time.
- Make sure that the child knows that he or she is missing out on a fun time and is welcome to come back if they will obey the classroom rules.

Step 3: Remove the child from the class for the day

- After a third time, the child will be escorted to the kid's pastor and the child's parents will be notified. *Again, this is a last resort for children who have refused to obey the rules and expectations and who have shown no remorse or indication of change.*
- Aggressive behaviors (fighting, stealing, self-harm, etc.) will be addressed promptly. The child will be removed from the class immediately and their parents will be notified.

Helping Kids Follow Jesus at VBS

Step 1: Decision Card

On the last day of VBS (**Thursday, June 9**), I will meet with the 2nd-5th graders during the craft track to present the gospel message and call for a response. Each child will be given a decision card to fill out. Those who want to follow Jesus as a Christian will fill out the box that says, "I'm Ready Right Now" and return the card back to me. I will encourage the kids who made a faith decision, let them know that they will be contacted soon for follow up, and pray for them as they take the step of faith in the direction of Jesus.

Step 2: Follow Up Email

I will send out a letter by **Friday, June 17** to the kids who indicated on the decision card that they want to be a Christian. In the email, I will let the parents know about their child's decision and invite them to a special "*Curious to Be a Christian*" class on **Sunday, June 26** to discuss it. I will also let them know that they can meet with me separately at another time if that works best for them.

Step 3: Curious to Be a Christian

We will offer the "*Curious to Be a Christian*" class on **Sunday, June 26**. This class is for kids who want to know more about following Jesus as a Christian. Parents are required to attend the class with their child. The class will start at 9:30 a.m. in the Garage.

Step 4: New Christians Class

We will offer the "New Christians Class" during the month of September. This is a two-week class for kids who have made a profession of faith in Jesus and want to be baptized. Each class will start at 9:30 a.m. in the Garage. Parents are required to attend both class sessions with their child.

the **GOSPEL** **GOD'S PLAN FOR ME**

gos·pel – *noun*. good news. the message about Christ, the kingdom of God, and salvation.



GOD RULES.

The Bible tells us God created everything, including you and me, and He is in charge of everything. *Genesis 1:1; Revelation 4:11; Colossians 1:16-17*



WE SINNED.

We all choose to disobey God. The Bible calls this sin. Sin separates us from God and deserves God's punishment of death. *Romans 3:23; 6:23*



GOD PROVIDED.

God sent Jesus, the perfect solution to our sin problem, to rescue us from the punishment we deserve. It's something we, as sinners, could never earn on our own. Jesus alone saves us. *John 3:16; Ephesians 2:8-9*



JESUS GIVES.

He lived a perfect life, died on the cross for our sins, and rose again. Because Jesus gave up His life for us, we can be welcomed into God's family for eternity. This is the best gift ever! *Romans 5:8; 2 Corinthians 5:21; 1 Peter 3:18; Ephesians 2:8-9*



WE RESPOND.

Believe in your heart that Jesus alone saves you through what He's already done on the cross. Repent, turning from self and sin to Jesus. Tell God and others that your faith is in Jesus. *John 14:6; Romans 10:9-10,13*