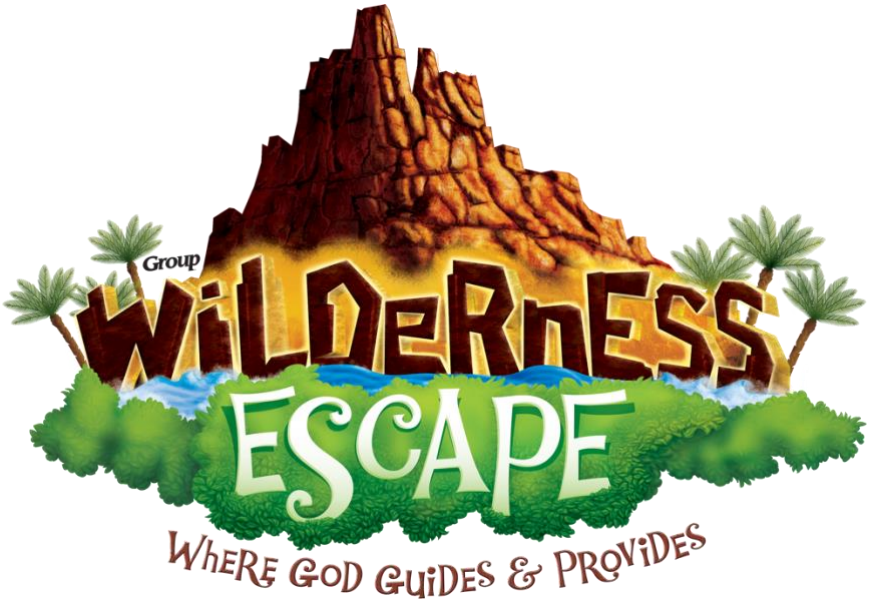




WESTERN SPRINGS
BAPTIST CHURCH
THE VILLAGE CHURCH



VOLUNTEER HANDBOOK

Western Springs Baptist Church
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TO DISCOVER CHRIST AND DISPLAY HIS TRANSFORMING POWER
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MISSION STATEMENT

To discover Christ and display His transforming power as we work together to provide a Vacation Bible School where every child will hear the Good News of Jesus, learn about God's Word in a loving, fun-filled way, and have opportunities to mature spiritually. We seek to support the responsibility that parents have in the spiritual training of their children.

PRAYER AND SPIRITUAL PREPARATION

Prayer is the first important component for the success of our VBS program. Prayer is the simplest way to impact the efforts of teachers, center leaders & guides immediately and consistently. Prayer before and during VBS helps us acknowledge God's greatness and admit our individual weaknesses. Prayer renews us and allows the Holy Spirit to work in and through us. Through our unified prayers we offer this program, the children and their families to the Lord and ask for His blessings on them.

VBS volunteers and our church family receive a prayer guide that will expand our focus and enrich our prayers for VBS. **Prayer requests regarding children should be referred to in impersonal terms (i.e., Blue group boy with an injury, Red group girl with spiritual questions).** Please do take time during each day to look at these praises & requests, making them a part of your daily prayers.

A second important component of our VBS program is the amazing opportunity we all have to show, through our words and actions, that God is real in our lives. We are demonstrating our obedience to the Great Commission and our commitment to

partner with parents in training their children to know, love and serve Jesus Christ.

Remember, regardless of where you serve, the focus of VBS is sharing God's Good News with the children entrusted to us for this week. Let your words and actions show the children the love of the Lord that led you to participate in this program. **YOU ARE AN INSTRUMENT OF HIS LOVE!**

GENERAL INFORMATION

All children including Nursery children must be registered. Children 3 and older pay a registration fee.

Nursery (under 3 years) and Preschool (3 & 4 year-olds) attendance is restricted to workers' children or grandchildren on the days the workers are serving in VBS.

Children are registered with the grade they will be starting in the fall.

All children are assigned to a color group (Lime, Red, Yellow, Blue). Name button colors identify the group participants. Children rotate through all Centers and stay in their Color Groups throughout the day. Each team will have a Leader Guide plus 2 to 4 other guides/helpers. For Snack/Games and Connections/Crafts: Yellow and Blue are combined as Team A and Lime and Red are combined as Team B.

All children and volunteers are required to wear the VBS t-shirt. All children must wear their name button and all volunteers are required to wear a name tag.

SCHEDULES/ EMERGENCIES/ TRAFFIC FLOW

GENERAL SCHEDULE

MONDAY -FRIDAY GENERAL SCHEDULE

8:45	All VBS workers arrive
8:45-9:00	VBS participants arrive
9:00-9:45	Opening Program in the Gym
9:45-9:55	Handwashing Stations / Restroom Break
9:55-10:35	Wilderness Games/Snacking/Memory (mask break)
10:35-10:45	Handwashing Stations
10:45-11:10	Crafts Team A/Connections & Memory Team B
11:10-11:35	Crafts Team B/Connections & Memory Team A
11:35-11:45	Handwashing Stations / Restroom Break
11:45-12:00	Closing Celebration

All K-5 children will gather in the Community Room with their assigned Color Group, prior to the start of the program. Preschoolers will line up in the atrium hallway south of the Community Center.

The Gym/Community Room is the Moses' Tent with Opening/Story/Music and then the Closing Celebration.

After the Opening/Story/Music the rotation among the Learning Centers is as follows:

- From the **Moses' Tent** (Gym Room), groups will head outside for **Snacks/Wilderness Games/Mask Break**. **Team A** goes out through the northwest doors to handwashing and then on to **Wilderness Games**.

Team B exits the Gym through the south doors, out to handwashing and on to **Snacks**.

At 10:15, Group A and Group B will switch locations.

- From **Snacks/Games** each group will again wash hands and enter the building. **Team B** will return through the 45th St. entrance and head to Fireside Room via stairs across from Youth Room for **Connections** and **Team A** will return through the parking lot entrance and head to Room 211 for **Crafts**. At 11:10 am, Crafts and Connections leaders will change locations. **The children will STAY in their group room. Only the leaders of the center will move.**
- At 11:35 from the **Connections Center/Crafts** each group will head into the washroom and wash hands as they head back to the Gym for the **Closing Celebration**. **Team B** will stop at the washrooms on the 2nd floor for handwashing and **Team A** will come down stairs closest to fireplace in Fireside Room and use downstairs washroom near northeast Gym door for hand-washing
- Parents will pick up K-2nd grade children from the Gym and 3rd-5th grade children from the overhang at the parking lot entrance.

Remember: After the Closing Program, 3rd -5th grade children are dismissed from the Gym. The groups should exit, with several guides out the northwest door of the Gym to the parking lot overhang area for pick-up, unless another suitable meeting area has been established by the parent. At least one guide should remain in the overhang area until their entire group is gone. If you feel a child has been waiting too long, find a

Lead Guide or member of the Leadership Team to communicate with the responsible adult.

Also remember: After the Closing Program, Preschool -2nd grade children will **stay in place in the Gym** until picked-up by parents, siblings, or designated drivers. Younger children may not be picked up until the older children have exited the Gym. Several guides should remain with each large group until all children have been picked up. Please be conscious of the children for whom you are responsible.

EMERGENCY EXIT ROUTES FOR EACH ROOM ARE CLEARLY MARKED AND POSTED IN EACH ROOM, INCLUDING ALL LEARNING CENTERS.

CENTER LEADERS: PLEASE FAMILIARIZE YOURSELF WITH THE EXIT ROUTE IN YOUR AREA.

LEAD GUIDES: WE SUGGEST YOU WALK THE ABOVE ROTATION BEFORE VBS AND FAMILIARIZE YOURSELF WITH THE LOCATION OF EACH EXIT ROUTE SIGN AND THE EXIT DOOR USED FROM EACH AREA OF THE BUILDING.

Groups should stay together with their lead guides who will take attendance once the groups are outside. Groups should be lined up on the Wolf Road sidewalk or the 45th Street sidewalk. To avoid any emergency vehicles, NO groups should stand in the parking lot. Guides and helpers keep your assigned small group together and quiet to facilitate emergency procedures.

In case of tornado we will need to proceed to the following enclosed hallways which have no windows:

- Community Room – go through both Northeast and Northwest and down stairs to lower hallway
- Fireside Room moves to the north hallway between the Fireside Room & Room 211.
- Room 211 also moves to the north hallway between the Fireside Room & Room 211
- Nursery moves into the crib room.
- All other volunteers should move as quickly as possible to the above location closest to them.

Children should crouch down or sit on the floor, with their back against the wall. Remain in place until given new instructions. Guides and helpers stay with your small group

GUIDE & HELPER INFORMATION

You are a small group guide or helper, responsible for a group of children, as part of a Large Group Color Tribe. While you have the responsibility to get your group from one center to another, that is only a small part of your role. The fact is – you have the best opportunity of all VBS volunteers to develop a meaningful relationship with the children in your small group.

Remember to focus on the children rather than the other adult or youth volunteers in your group.

Basic tips and important things you should know about your responsibilities:

- ✓ **Be at the church on time each morning.** Make sure you are aware of the schedule for each day. Some children will arrive early and will need to be supervised. The morning is very busy, right from the start, so come prepared. Get your name tag and check in with your lead guide as soon as you arrive. Please inform your lead guide if you will not be able to arrive at 8:40 am on one, or more, mornings.
- ✓ Familiarize yourself with the Health & Safety section of this Handbook. Wear your mask & wash your hands.
- ✓ Walk your daily route, outlined in this Handbook, before VBS begins.
- ✓ **Use the attendance sheet** throughout the day to keep track of your charges. Be aware who belongs. We use a late check-in and early check-out system. Children may be released from your small group, with the awareness of the Lead Guide, only through the registration people to a responsible adult.

- ✓ **Encourage all children to stay in their own groups.**
Changes within the small groups are not allowed without the permission of the Lead Guide.
- ✓ **Learn the names of the children in your group.**
- ✓ If you are a guide, please carry a small shopping bag, or a back pack for transporting things along your path through the morning. Collect any materials the children bring in their pockets or receive in any class and hand them back to go home at the end of the closing assembly.
- ✓ **On Monday**, a packet containing the Music Download Card, a Memory Verse Card for the week, Parent Information, and Operation Christmas Child information will be distributed to your small group, before or after the Closing Assembly. Other notices or invitations may be handed out during the week.
- ✓ You should plan to take one snack break each morning, with your group during the scheduled snack time – there will be no separate VBS Team Hospitality Room.
- ✓ Invite all children to come back to participate in other activities such as Youth Group and Sunday School.
- ✓ **Collect all the name buttons at the end of each day and return them to your Color Leader Guide.**

Center Responsibilities:

- ✓ **Please participate in each center as needed/requested by center leaders. These are your opportunities to get to know your group and interact with them!**

- ✓ **In the Opening/Music/Story Center**, sing along with your small group. Learn the motions to the songs. Make a joyful noise! You should sit with your small group in the designated location to help keep the children listening and focused on the lesson. Please do not allow the children to lay down on the floor. If there is a Bible review activity, participate as directed.
- ✓ **In the Snack Center**, the children rest, snack and discuss the morning's theme as directed by the Center Leader. Please use this time to talk with your small group and get to know them better.
- ✓ **In the Games Center**, please assist as instructed. Help your small group take a short break at the drinking fountain and washroom, as they exit the parking lot.
- ✓ **In the Connections Center**, the purpose is to help the children make personal spiritual connections in 3 important ways: first, using discussion to connect to the theme of the day; second, challenging the children to connect with sharing the Gospel through the Mission Project for the week; third, connecting to each other and with God, within their small groups, by sharing prayer together in a variety of ways. You will sit with your small group, especially during the prayer time and participate as directed.
- ✓ **In the Craft Center**, please help the children in your small group complete their projects. Be aware of any child who may need special encouragement to stay on task during this time. Each child will have a labelled shopping bag in the Craft Center to hold Craft projects, coloring sheets and anything else which might need to go home at the end of the week.

REMEMBER: The children in your groups have been given to you by God for this week so that you can witness to them about His love and show them through your words and actions that He is real in your life!

The Bible teaches us to value and practice wise, positive and loving speech. It is always important to remember that we do not talk about other churches or denominational beliefs in front of or with the children, the parents or the other VBS leaders, even in the break room or in private conversations. Likewise, our time at VBS is not an opportunity for discussing perceived problems, concerns, or criticism of our own church or leadership.

Our goal is to be absolutely positive about Jesus Christ and the Good News of the Gospel. Our focus this week is loving children and their families for the sake of Christ's Kingdom.

COLOR LEADER GUIDE INFORMATION

BEFORE VBS STARTS

- **You will be given a bag** with the following: a bag of name buttons and a list of children enrolled in your Color Group or Tribe. You will also have a supply of shaped stickers which you will put on the name buttons to identify the small groups. The bag also contains a supply of miscellaneous stickers for children who learn memory verses, a few band-aids, and hand sanitizer.
- **In your bag you will also be given four sets of your small group attendance sheets. These are for the following:**
 - **One is for you!**
 - **One will go into the bag of name buttons to assist in keeping track of your participants.**
 - **One is to be given to the craft team**
 - **One is to be returned to the Registration desk with the first day's attendance sheet.**
- Personally contact all guides on your Team soon. Introduce yourself if necessary. Answer any questions the guides may have. Identify guides who might be car-pooling, have younger children, etc. that might make it difficult for them to arrive by 8:45 am each morning. Encourage as many guides as possible to be there by 8:45, so that we can ensure the safety of the children. If you see a problem here, speak to someone on the Leadership Team.
- **Create teams of guides/helpers for small groups.** Think about any special needs your small group may have. Identify leaders and/or buddies. Each Group should have a youth helper or two assigned to their groups for the week.

If you have a child that needs one-on-one attention, you may assign an individual buddy.

DURING VBS WEEK

- **Make sure all your guides know each other** – names, churches, etc.- to create a good group feeling.
- **Lead Guides should take attendance.** Every day during the Opening/Story/Memory segment someone from Registration will deliver two identical attendance sheets to you. Mark the attendance for that day on each list including the names of all guides and helpers with your group for that day. Keep one copy for your own records and someone from Registration will pick up one copy to have at the Registration desk.
- Make sure your **guides and youth helpers assist in the Centers** as described in the above Guide section.
- **Remind guides to keep their small groups together** and, particularly in passing, remain aware of their assigned children.
- **On Monday:** Make sure that ALL children in your group get the First Day Packet.
- **Collect the bags of name buttons & attendance sheets each day and save them for the next day.** Leave the buttons at church, in your bag, so they're accessible for the first guide in your group who arrives each morning.
- **Leave your bags under the mailboxes** and check each morning for any attached notes.

Have fun and remember GOD IS USING YOU in a mighty way to plant seeds in the hearts of these children!

HEALTH AND SAFETY GUIDELINES

- ✓ All children who must leave the building before closing time must be released through the registration desk in the front hallway. Do not release a child to an adult without first checking with the registration desk, if it is not the normal dismissal time. This includes children leaving for sickness or any outside activity or appointment.
- ✓ After the opening session, all doors going out of the building will be locked except the doors by the registration desk and the overhang at the parking lot entrance. The registration desk will have someone always present.
- ✓ Help groups to stay within their assigned cohort with dedicated leaders all morning, and every day of VBS.
- ✓ Teach and encourage well-fitting masks worn by all children, helpers and leaders. Keep social distances of 3ft between children and 6 feet between cohorts.
- ✓ Teach and observe good hand-washing using soap and running water, as it is the single most important means of preventing the spread of infection. Scheduled handwashing stations should use the time to sing a VBS song while washing together. Intermittently encourage hand cleanliness with hand sanitizer.
 - Before eating.
 - After using the bathroom
 - After exposure to body fluids
- ✓ Please stay home if you are diagnosed with COVID-19, develop COVID-19 symptoms, or are awaiting COVID-19 test results. Contact Joel Sisson, Judy Ellison, or the church office to inform them of your absence.

- ✓ Should a child/volunteer develop or exhibit **COVID-19 symptoms**, please notify the nurse on duty for instructions. Symptoms of concern include:
 - **Fever or chills**
 - **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 or vomiting**
 - **Diarrhea**

- ✓ **First Aid kits** are available in every learning center and contain rubber gloves, band aids, and wipes. Ice packs are available in both the kitchen freezer and the freezer off the Fireside Room.
 - Rubber gloves should be worn by those caring for or cleaning up blood and body fluids.
 - Handle all blood and body fluids from everyone as potentially infectious.
 - Open lesions on children and guides should be covered, if possible. (Look in each room for the first aid bag with band aids, etc.)
 - All soiled disposable materials, including gloves, should be disposed of in a sealed plastic bag found in wastebaskets.
 - Soiled surfaces should be promptly cleaned with disinfectant wipes which are provided in all rooms

- ✓ All children who bump their heads must be given ice packs to be placed on their bump and the lead guide notified. Ice packs should be protected with a paper towel. **Notify the VBS Team Leaders or Registration Desk about all head bumps, any other injuries that required treatment, and of any health/safety concerns so that parents can be notified as needed.**
- ✓ Show your love, compassion and concern for the children with your words rather than with touching and hugging.
- ✓ For your safety and the safety of the child do not carry children or hold them on your lap.
- ✓ Do not be alone with a child in a room or in the bathroom.
- ✓ Be careful not to use inappropriate language when you are asking a child to cooperate or disciplining him.

If you hear or see something that makes you feel uncomfortable regarding a certain situation, please tell your lead guide – or if you do not have a lead guide, tell one of the Leadership Team and they will handle it.

Please be aware that God has entrusted these children to us for this week and we must be careful to keep them healthy and safe and do not give opportunity for any real or false accusations.

MONDAY - FRIDAY SCHEDULE

Daily Movement

	ALL Groups	
	Group A YELLOW & BLUE	Group B RED & LIME
9:00-9:20	Opening Celebration	
9:20-9:30	Opening Group Time	
9:30-9:45	God's Story with Moses & Malachi, the Whiner	
9:45-9:55	Hand Washing	
9:55-10:15	Wilderness Games	Snacking + Memory
10:15-10:35	Snacking + Memory	Wilderness Games
10:35-10:45	Hand Washing	
10:45-11:10	Crafts	Connections
11:10-11:35	Connections	Crafts
11:35-11:45	Hand Washing	
11:45-12:00	Closing Celebration	