

# HOW DOES VBS WORK AT CALVARY CHURCH???

We start each morning together in the Worship Center to hear about what's ahead for the day. This happens through high energy worship and a video drama. Then we break up into small groups (Crews - which are broken down by grade) and start our tour of fabulous stations: Bible Exploration, Missions, Recreation, Snacks and Crafts. We end each day back in the Worship Center for our closing with more worship and a wrap-up. Crew Leaders will stay with the same group of 6-10 kids each day.

Each day all children will check in at their grade's table where they will receive a **Name Tag** and a colored **Entrance Tag** (with their name and grade on it - the tag color will correspond to the child's department color). Their name tag must be worn around their neck at **ALL TIMES**. When the child enters the Worship Center they will give their entrance tag to a Greeter. The entrance tags will be counted by the Registration Team to determine daily attendance.

Leaders will meet their group of kids (Crew) in the Worship Center and sit as a Crew. Groups will be identified both by color (grade/department) and crew number. You and your Crew will wear name tags that are color-coded to your department with your Crew number on it. All name tags will be turned in to your Guide or Department Secretary in the Worship Center at the end of each day.

Master Teaching will be done by a team of teachers that will present the lesson each day. This is called Bible Exploration. The Bible story with an application will be presented in a unique way that will give kids the chance to participate with all their senses. There will not be any "schoolwork" (i.e. paperwork or worksheets) for kids to do. There may be daily challenges that the kids can do at home and then report back during Bible Exploration time the next day.

Each Crew Leader will be given a Tote Bag. These bags will be used to carry Bibles, crafts, etc. while your Crew moves from station to station. For the "Day 1" craft, each child will decorate a bag of their own, please encourage them to bring their bags to VBS everyday.

All of our stations will take on the theme for the day and incorporate that theme in everything they do. Each day a themed snack will be provided to reinforce the daily learning point. Missions is an opportunity for our missionaries for the week to tell their story of God's faithfulness in their lives and how the Bible point has been realized in their ministry. Our crafts help point kids to the theme for the day and give them a visual reminder to take home with them and discuss with their family. Even our recreation gives kids a chance to get some of their energy out and connects to the point for the day.

## ARRIVAL TIME

All leaders should arrive by 8:30 am and report directly to their area of service. Crew Leaders should be in place as the children arrive and greet them and make them feel welcome. Nursery and Preschool check-in begins at 8:30 am (it may be a good idea to develop a buddy system). If you are unable to attend due to emergency or illness, please call your Guide (or area leader) as soon as possible. If you cannot reach them, please call the Church Office at 714- 973-4800 ext. "0" and ask to be connected with VBS Headquarters.

## REGISTRATION

Daily Registration and Check-in will take place in front of the Worship Center and Department Secretaries will take care of all registration, attendance and records. There will be 6 tables, one for each grade, with two lines for check-in each day (one line for pre-registered children and one for not pre-registered). This is where they'll receive their Name Tag and Entrance Tag.

**Note:** Our secretaries will be sensitive to the children's needs and desires when placing them in groups. You may request that your child be in your group or if he brings a friend that they stay together. We will try to place children with their friends in another grade unless it is totally unworkable (i.e. 1<sup>st</sup> grader with 6<sup>th</sup> grader). Rule of thumb is that the older child would move down to the younger child's grade.

## NURSERY / PRESCHOOL REGISTRATION

Our Nursery and Preschool/Kindergarten program is offered ONLY for the children of volunteers. Children must be registered in advance. Space is limited. If you are unsure if your child is registered, please contact our Nursery Coordinator ext. 336 for the nursery and our Preschool Coordinator ext. 338 for Preschool and Kindergarten to confirm. For child protection and adult to child ratios, Nursery and Preschool volunteers may only accept the kids that are pre-registered and on the rosters.

## DISMISSAL

The check-out process is designed to ensure the safety of our kids and requires **EVERYONE'S** help and patience. When you are dismissed, take your crew to the area of the patio designated for your grade/color. ALL kids must be signed out. VBS Crew Cards will be issued and it will be the responsibility of the Crew Leader to ensure that each child present for the day is listed on the card and a parent/guardian signature is obtained. Crew cards will also be helpful in taking attendance. Please strongly encourage your children that they are not to leave with **anyone other than the person they know will pick them up**. Please stay on the patio area until all your kids are signed out. If you have Nursery or Preschool kids, please have someone "cover" the patio while you pick up your own kids. You should then check back in at the patio before you leave campus. It may be a good idea to develop a buddy system as Nursery and Preschool kids must be picked up by 12:45pm. If anyone from your group has not been picked up, alert Security and/or Headquarters. Security staff will stay with any kids and contact parents.

WHATEVER YOU DO IN WORD OR DEED, DO ALL IN THE NAME OF THE LORD JESUS,  
GIVING THANKS TO GOD THE FATHER THROUGH HIM. COLOSSIANS 3: 17



## **PRAYER TIME**

Prayer time will be held at 8:45 each morning in the Worship Center Prayer/Counseling room. We encourage everyone to participate as you are able. This is a very important part of VBS. Please let your department leader or Children's Department know of any prayer needs you may have. Prayer requests could be personal or concerning kids in your group. Emergency requests will be passed on to the church prayer chain.

## **MISSIONS/PENNY PROJECT**

Our missionaries will be sharing with the kids each day about their life and ministry. The children are encouraged to bring pennies each day to help their ministry. Pennies will be collected in the Worship Center lobby as they arrive each day. Each year our kids bring in more than \$5,000. This year's project is going to help give computers, generators and food to kids living in poor communities in Guatemala.

## **BREAK TIME**

Drinks and a snack for volunteers will be provided in designated locations all over campus. Check with your department leader for where you should go for your snacks. For Guides, Crew Leaders and Assistant Crew Leaders the best place for you to get your refreshments is at the service window of the South Kitchen hallway (just off of the Gym). The South Kitchen hallway and G101 are not "break rooms" for hanging out, once you have picked up your snack you should go directly to the gym (or playground) to help watch your kids.

## **VBS T-SHIRTS**

VBS T-shirts are available to purchase for \$12 each while supplies last. We have all sizes, from kid's XS to adult XX-Large. As a VBS Volunteer, you can purchase your shirt at less than cost at \$5. You are encouraged to show your spirit by wearing the shirt during VBS.

## **VBS FAMILY NIGHT \* OC GREAT PARK**

5:30-8:30pm Come to the OC Great Park in Irvine for a night of family fun! Admission is free! Grab a blanket and some dinner from some of our participating OC Gourmet Food Trucks. There will be balloon rides (weather permitting), games and a chance to meet some of our VBS cast of characters.

## **CLOSING PROGRAM**

The Sunday following VBS is our one family service at 9:30 am in the Worship Center. We'll bring all of our VBS elements together in one amazing service and celebrate what God has done throughout the week! This will be followed by a fun after party and fellowship together as a church family. Kids will be involved in the services. Lunch will be provided after services for a nominal cost.



# DAILY SCHEDULE

From	To	Opening	Bible Exploration	Missions	Snack & Groups	RecREATION	Craft Time	Closing
		Worship Center	Fellowship Hall (Debbie)	Samsvick Chapel (MISSIONARY)	Picnic Tables (Stephanie)	Gym & Black Top (High School)	C200 (Karen)	Worship Center
9:00	9:35	<b>ALL</b>						
9:40	10:05		1 <sup>st</sup>	5 <sup>th</sup> / 6 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
10:10	10:35		2 <sup>nd</sup>	1 <sup>st</sup> 4yr olds & Kindergarten	5 <sup>th</sup>	3 <sup>rd</sup> / 6 <sup>th</sup>	4 <sup>th</sup>	
10:40	11:05		3 <sup>rd</sup>	2 <sup>nd</sup>	1 <sup>st</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
11:10	11:35		4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	5 <sup>th</sup>	1 <sup>st</sup>	
11:40	12:05		5 <sup>th</sup>	4 <sup>th</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup> 6 <sup>th</sup>	
12:10	12:30							<b>ALL</b>



# DAILY OVERVIEW

	Bible Point	Bible VERSE	Bible STORY	Crafts	SNACKS
Monday	Jesus is with me	John 15:4 "Remain in me, as I also remain in you."	The Good Shepherd (John 10) who is with us and cares for us	Tote Bags	Make Your Own Fruit Plane
Tuesday	Jesus is my guide	John 14:6 "I am the way and the truth and the life. No one comes to the Father except through me."	Nicodemus coming to Jesus at night (John 3) and Jesus teaching how to be born again	Missionary Fun Foto Frames	Flight Towers
Wednesday	Jesus lifts me up	John 3:17 "For God did not send his Son into the world to condemn the world, but to save the world through him."	Healing at the pool of Bethesda (John 5) where Jesus heals a man who had been crippled for 38 years	Parachutes	Flight Mix In A Bag
Thursday	Jesus gives me life	John 6:47 "Very truly I tell you, the one who believes has eternal life."	Jesus raises Lazarus from the dead (John 11)	Paper Airplanes	Ice Cream Floats
Friday	Jesus is my light	John 8:12 "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life."	Story of the Samaritan woman at the well (John 4) who tells all the people of her village about Jesus	Packing Meals For Guatemala	Meals For Guatemala

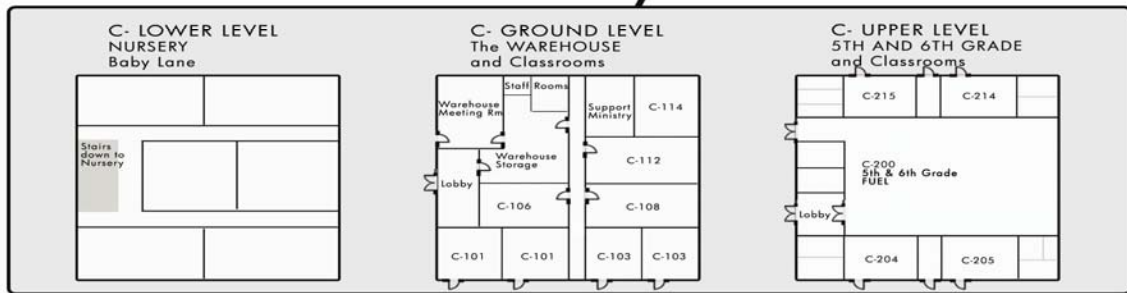
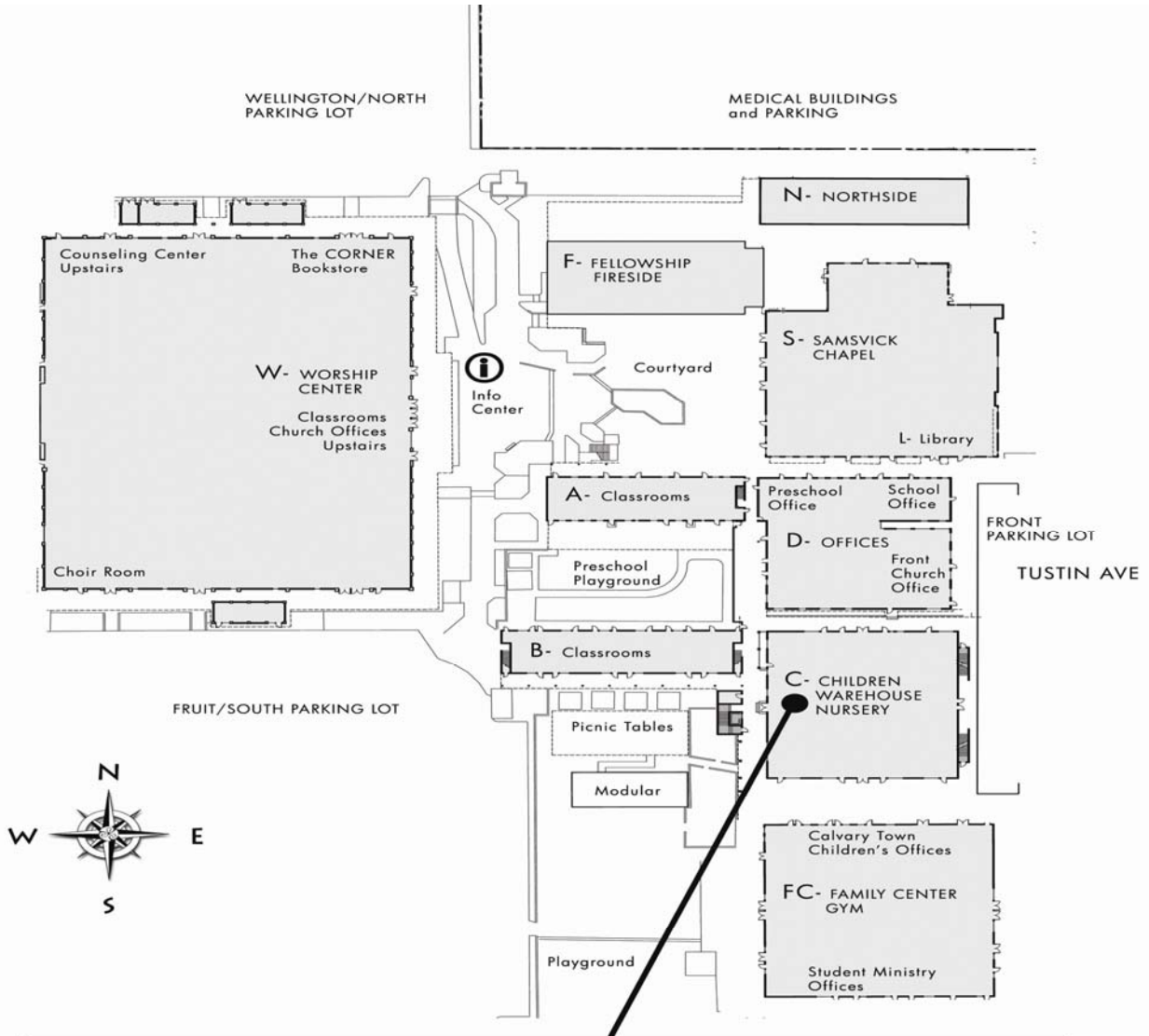


# LOCATION GUIDES

<b>CHECK- IN</b>	Patio in front of the Worship Center
<b>OPENING &amp; CLOSING</b>	Worship Center
<b>BIBLE EXPLORATION</b>	Fellowship Hall
<b>MISSIONS</b>	Samsvick Chapel
<b>RECREATION</b>	Gym - Playground - Blacktop
<b>SNACKS</b>	Picnic Tables
<b>CRAFTS</b>	C200
<b>PENNY PROJECT</b>	Worship Center Lobby
<b>VBS HEADQUARTERS</b>	S1
<b>MEDICAL</b>	S2
<b>REGISTRATION</b>	S6 & S7
<b>SNACK PREP</b>	North Kitchen
<b>VOLUNTEER SNACKS</b>	South Kitchen Hallway
<b>SIXTH GRADE</b>	Worship Center Lobby
<b>LOST &amp; FOUND</b>	Outside VBS Headquarters
<b>VBS BRIDGE ( SPECIAL NEEDS)</b>	B202



# CALVARY CAMPUS MAP



# DEPARTMENT LEADERS

USE THIS LIST TO FIND THE PEOPLE IN CHARGE OF THE AREA YOU NEED HELP IN OR ARE VOLUNTEERING IN

VBS DIRECTOR	Matt Davis
VBS ADMINISTRATION	Susie Sepetjian
PERSONNEL DIRECTOR	Kim Henessey
REGISTRATION	Ruth Sawada
HEADQUARTERS	Staff
BACKGROUND CHECKS	Calvary Town Team
BIBLE EXPLORATION	Debbie Rowley
CRAFTS	Karen Glasgow
RECREATION	High School Ministry
SNACKS	Stephanie Jernigan
6TH GRADE	FUEL TEAM
MEDICAL TEAM	EMILY HYDE
MISS PENNY	ANNA ESHLEMAN
MISSIONARIES	CHUCK AND SUSAN WEATHERSTONE
NURSERY	Rebecca NEVIUS
PHOTOGRAPHY	Ray Pertierra
PRESCHOOL/ KINDERGARTEN	MaryJane Edwards
SECURITY & PARKING	Gerry Bauer
TECH	Ryan Roehl
T- SHIRT DESIGN	CALVARY COMM
VIDEO PRODUCTION	MATT DAVIS, Ryan Roehl, Tim Gold, BEN HARRIS
WEBSITE & GRAPHIC DESIGN	CALVARY COMM
WORSHIP	Matt Davis



# CREW LEADER ASST JOB DESCRIPTION

Read over these job descriptions so you will know what you need to do at each station

<p><b>OPENING TIME</b></p>	<p><b>Opening Time is where the kids will gather to begin the VBS day. They will participate in fun songs and see an action video that will present the learning point for each day. Your job will be:</b></p> <p>Arrive by 8:30 am Greet your Crew Members in your designated seating area (help any kids that appear lost) Follow the motions and sing out loud, help any latecomers to settle in quickly and quietly Make sure that you and your Crew Members are wearing Nametags</p>
<p><b>BIBLE EXPLORATION</b></p>	<p><b>Bible Exploration is where kids will hear the Bible story. Your job at Bible Exploration will be to:</b></p> <p>Line up with your crew outside the door Keep your crew together until you receive other directions Listen carefully to the Master Teachers to see how Leaders should help out that day, and to be able to follow up on the Bible Lesson with your kids</p>
<p><b>MISSIONS</b></p>	<p><b>Missions is where the children will go each day to hear from our VBS missionary family. Your job during Missions will be to:</b></p> <p>Lead your kids to your assigned seating area Encourage your kids to sit still and listen quietly to the Missionary speaker It is a really good idea to ensure your crew has all used the bathroom BEFORE arriving for Missions. It is disruptive to the audience and disrespectful to the missionaries to come in &amp; out during this time</p>
<p><b>RECREATION</b></p>	<p><b>Recreation is where kids use some of their energy in team-building games. Your job during recreation time will be to:</b></p> <p>Listen carefully to the instructions so you can help your crew members follow them Take any crew member who might get a minor injury (such as a scrape) to the Nurse (Room S-2) Stay with any crew member who might get a major injury (such as a large gash or broken bone), and ask your Assistant or another Leader to get the Nurse (Room S-2) Refreshments are available in the South Kitchen hallway, just off of the gym for workers - grab a snack and then go to where your kids are to be extra eyes and for supervision</p>
<p><b>SNACKS</b></p>	<p><b>Snacks is where crews come for a tasty snack. Each child will assemble their own snack each day. Your job will be to:</b></p> <p>Gather your crew in a designated area Pick up (or designate your Assistant) your snack tray from the Snack Bar Tie the snack to the day's Learning Point or Bible Story (An information sheet is provided.) Use snack time to talk with kids about their experiences at VBS and about what they're learning that day, and help kids clean up your area before leaving</p>
<p><b>CRAFTS</b></p>	<p><b>Crafts is where kids will make a craft each day relating to the Learning Point. Your job during Crafts will be to:</b></p> <p>Listen carefully to the instructions because you will most likely need to repeat them for some members of your crew; Help kids make their crafts <b>when they need help</b> (remember - they're making the crafts, not you); Compliment kids on their finished crafts, and point out how each child's craft is unique Help clean up your area before leaving.</p>



# REGISTRATION JOB DESCRIPTION

DESIGNED SPECIFICALLY TO HELP YOU AS YOU SERVE DURING THIS AMAZING WEEK!  
(PRE-VBS)

## PHOTOCOPIES

Once completed and signed, each registration form must be photo copied for the nurse. In order to limit the number of secretaries in Support Ministries at one time, all the forms can be gathered and copied by one or two secretaries. (VBS copy code is 20898)

If there are any allergies or health concerns listed you must copy onto **pink** paper all others should be copied onto **white**. Once the form has been copied use your red Sharpie to make a check mark in the upper right hand corner, this indicates that a copy has already been made.

## SPECIAL FLAGS

If any allergies and/or health issues have been listed, place a **Pink** tape flag at the top of the form. Place a **blue** tape flag if the form is for a daycare child.

**Optional:** Place a **yellow** tape flag on the forms of any children who have asked for special placement.

## ASSIGNING GROUPS

Once you have reviewed all your forms for placement requests, assign those kids who have requested special placement into groups first. **USING PENCIL** write their names on the roster On "For Office Use Only" portion of registration form, fill out Department/Color, Crew # and Crew Leader name. Using your black Sharpie make up 2 identical tags corresponding to the Department Color you have assigned them to. You will list the child's first and last names and their Crew #. Both tags are then paper clipped together.

## NAMETAGS & ENTRANCE TAGS

Each child receives 2 color coded tags with their first and last names and Crew # listed on them. One tag will have a shoelace and will be worn around their neck as their name tag for the week. The other tag has no shoelace and is used as their daily attendance tag (also known as their Entrance tag).

On Monday, all tags for pre-registered kids in each grade are alphabetized together in one group (regardless of color). After check-in on Monday and then for the rest of the week, separate all name tags by color and alphabetize by last name (except 1st Graders).



# REGISTRATION JOB DESCRIPTION

(VBS WEEK)

## ARRIVAL TIME

Please be at your designated registration table in front of the Worship Center by 8:15 am on Monday and Tuesday, and by 8:30 am Wednesday through Friday. Secretaries with children in the nursery and preschool program will not be able to drop their kids off until 8:30 am, so a buddy system should be set up.

On Monday, there will be one table for each grade. At each table there will be one line for pre-registered kids and one for non-registered. Two secretaries should handle new registrations on Monday and the other one can pass out tags to pre-registered kids. Hand out two tags to each child and explain that they will need to turn their Entrance Tag in at the door and wear their Name Tag.

## REGISTERING NEW KIDS

To register a child, select a group and assign them to it. The goal is to have groups no larger than 10 kids, and many will request to be with friends. This is where patience and grace must be exercised. **USING PENCIL** write their names on the roster. **USING PENCIL** On "For Office Use Only" portion of registration form, fill out Department/Color, Crew # and Crew Leader name.

Using your black Sharpie make up 2 identical tags corresponding to the Department Color you have assigned them to. You will list the child's first and last names and their Crew #. Set new registration forms aside for photocopying. **DO NOT FILE FORMS** in binder until they have been photocopied.

## TAKING ATTENDANCE

Secretaries are to remain at the tables (there will be latecomers) until the kids leave the Worship Center and proceed to their first rotation (9:30 am). At that point, each team should take all of their supplies to registration headquarters (S6 & S7, on the left side of Samsvick Chapel). Typically by this time the Entrance Tags have been organized by color and delivered to registration headquarters.

Each new registration form must be photo copied for the nurse. (See Pre-VBS Process for Photocopying instructions). Alphabetize and count Entrance Tags and then use them to record attendance on registration forms. Each Grade/Color Leader should submit a Daily Attendance Card to their secretary by 9:30 am. Verify the total number of children and in the case of discrepancies, use the total number of Entrance Tags you counted for the day. **Turn in Daily Attendance card to General Secretary by 9:40 am.**

## END OF DAY PROCESS

Meet your Grade/Color Leader in the Worship Center by 12:00 pm to collect all the Name Tags from your group. Take Name tags back to registration headquarters where you will sort and paper clip the Name Tags to their corresponding Entrance Tags. File alphabetically by color (except 1<sup>st</sup> grade). Leave everything on your table and ready for the next day.



# **WHAT DO I DO IF...?**

## **WHAT DO I DO IF MY CREW WON'T STAY TOGETHER BETWEEN STATIONS?**

Work with your Guide to develop special routes and fun ways to travel between stations. Pretend to be monkeys jumping or birds flying or alligators crawling to your next station! Be creative and challenge kids to think of new (and cooperative ways) to move from station to station.

## **WHAT DO I DO IF A CREW MEMBER WON'T PARTICIPATE IN DISCUSSION?**

Ask follow-up questions to draw out shy or reluctant crew members. Use questions such as, "What do you mean by that?" or "That sounds interesting! Tell me more."

Accept the answers kids give. Encourage participation by challenging kids to offer as many different answers as they can think of. If kids offer answers that seem off base or contrary to Calvary's teaching take time to follow up with them between stations. If you're not comfortable discussing their questions or concerns, refer them to one of the Guides or Counselors. If crew members don't respond to your encouragement, don't force them to participate. You may have introspective kids in your crew who need time to think quietly about the things you're discussing.

## **WHAT DO I DO IF A CREW MEMBER IS TOO TALKATIVE OR ACTIVE?**

To ensure that each child has a turn to share, have kids take turns around the circle, with each child taking 30 seconds to share a response. Occasionally ask children to respond with one-word answers.

## **WHAT DO I DO IF A CREW MEMBER ASKS ME A QUESTION THAT I CAN'T ANSWER?**

Many kids who come to VBS have never been to church before, so you can expect lots of questions as you help kids learn about God's love. If a child asks you a question that you can't answer, don't be afraid to admit you don't know. Say something like, "That's a good question. Maybe our Guide (or one of the other VBS leaders) would know the answers. Why don't we go ask them?"

## **WHAT DO I DO IF MY CREW FINISHES AN ACTIVITY EARLY?**

Get to know your kids - find out where they go to school, what their family is like, hobbies, interests, etc. Pray for our missionaries. Practice the daily Bible Verse. Make up a new traveling chant to use on the way to your next station. Make up a cheer that kids can shout during Snack Time. Think of ways to affirm and thank the leader of the next station!



## WHAT DO I DO IF A CREW MEMBER JUST WON'T LISTEN TO ME?

First, talk to your Guide and they will help you deal with the disruptive child. Your Guide can decide if the child needs a break from the group, to be separated from his/her friends, a time out (maybe during Wild Game) or to call his parents. If you still need assistance, the VBS Director will determine if a parent needs to be called.

## WHAT IF A CREW MEMBER GETS HURT OR SICK?

Our Nurse is in S-1. Notify your Amigos Guide when you take a child to the Nurse - you or your Assistant can take the child to S-1 (if they are to walk). If a child is unable to walk to S1, notify your Amigos Guide and send your Assistant to bring the Nurse to the child. She will determine if 911 needs to be called in the case of a serious injury.

## APPROPRIATE BEHAVIOR

Always encourage crew members to use kind words and actions toward one another. Set the example by avoiding sarcasm or put-downs. If kids do pick on or exclude a crew member, try to use the day's Bible Point or lesson to help kids treat others in a Christ-like manner. For example, say "Remember, one way to love God is to love others. Use kind and affirming words toward each other."

## HELPING A CHILD FOLLOW JESUS

If you sense that a child might like to know more about what it means to believe in Jesus, give this simple explanation:

God loves us so much that He sent His Son, Jesus, to die on the cross for us. Jesus died and rose again so we could be forgiven for all the wrong things we do. Jesus wants to be our forever friend. If we ask Him to He'll take away the wrong things we've done and fill our lives with His love. As our forever friend, Jesus will always be with us and will help us make the right choices. And if we believe in Jesus, someday we'll live with him forever in heaven.

You can lead the child in a simple prayer inviting Jesus to be in their life. You may also want to share the scripture passages from his or her own Bible.

**John 3:16; Romans 5:8-11; Romans 6:23; Ephesians 2:4-8**

If you feel uncomfortable doing this, refer the child to your Guide or one of the Bible Expedition Counselors who will help the child understand what it means to believe in Jesus.



# UBS CHILD PROTECTION POLICIES AND PROCEDURES

To provide a safe environment for our **children** and to prevent allegations of child abuse.

**All volunteers must complete the VBS application before working with children.**

**The Two Rule:** At least two volunteers must be present with every group of children. (Never be alone with one child).

**Contact:** use appropriate judgment when having physical contact with a child. Touching and/or hugging should be done publicly in the presence of others. (Always avoid tickling children).

**Emergencies:** for emergencies, illness or injury goes to S-1 (VBS headquarters) or S-2 (nurse).

**Name Tags:** All volunteers and children must wear a name tag at all times with first and last names.

**Restrooms:** for all children, always enter the bathroom first and check to see that there is no danger to the children before allowing them to enter. No food or drinks in the bathroom. See that toilets are flushed. See that the bathroom is clean and in order when you leave. (The best time for potty breaks will be during Recreation and Snack. Please go over the rules with your children).

## UBS VOLUNTEER PARKING INSTRUCTIONS

Please park to the rear of the parking lot in the row behind the Worship Center. If this row gets filled, park in either the North or South parking lot, but in the rows closest to the street.

