

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 some live stage action. 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**. Their name tag must be worn around their neck at **ALL TIMES**. The name tags are their ticket into the Worship Center and will be used 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.

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 8:30am 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 8:30am (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 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.

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. 1st grader with 6th 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 Early Childhood Coordinator ext. 336 for the nursery and our Early Childhood Director 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 your designated area, either the patio or Worship Center depending on your grade. 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 in your 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 room. We encourage everyone to participate as you are able. This is a very important part of VBS. Please let your department leader or the Children's Ministries Team 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

During our Missions rotation in VBS, our kids will hear from our Calvary Missionaries who will be sharing about their ministry and country they serve in. The VBS Penny Project provides an opportunity for kids to donate their "pennies" towards a project that supports the work of our missionaries. We encourage everyone to participate by saving and bringing their pennies (nickels, dimes, quarters and dollars are gladly accepted, too!)

BREAK TIME

Drinks and a snack for volunteers will be provided at the service window of the South Kitchen hallway (just off of the Gym). For crew leaders/assistants a good time for snack is when your group is in Recreation. Other departments should check with their Department Leader for the most appropriate time for a break. The South Kitchen hallway and G101 are not "break rooms" for hanging out. Once you have enjoyed 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 \$15 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 for \$10. You are encouraged to show your spirit by wearing the shirt during VBS.

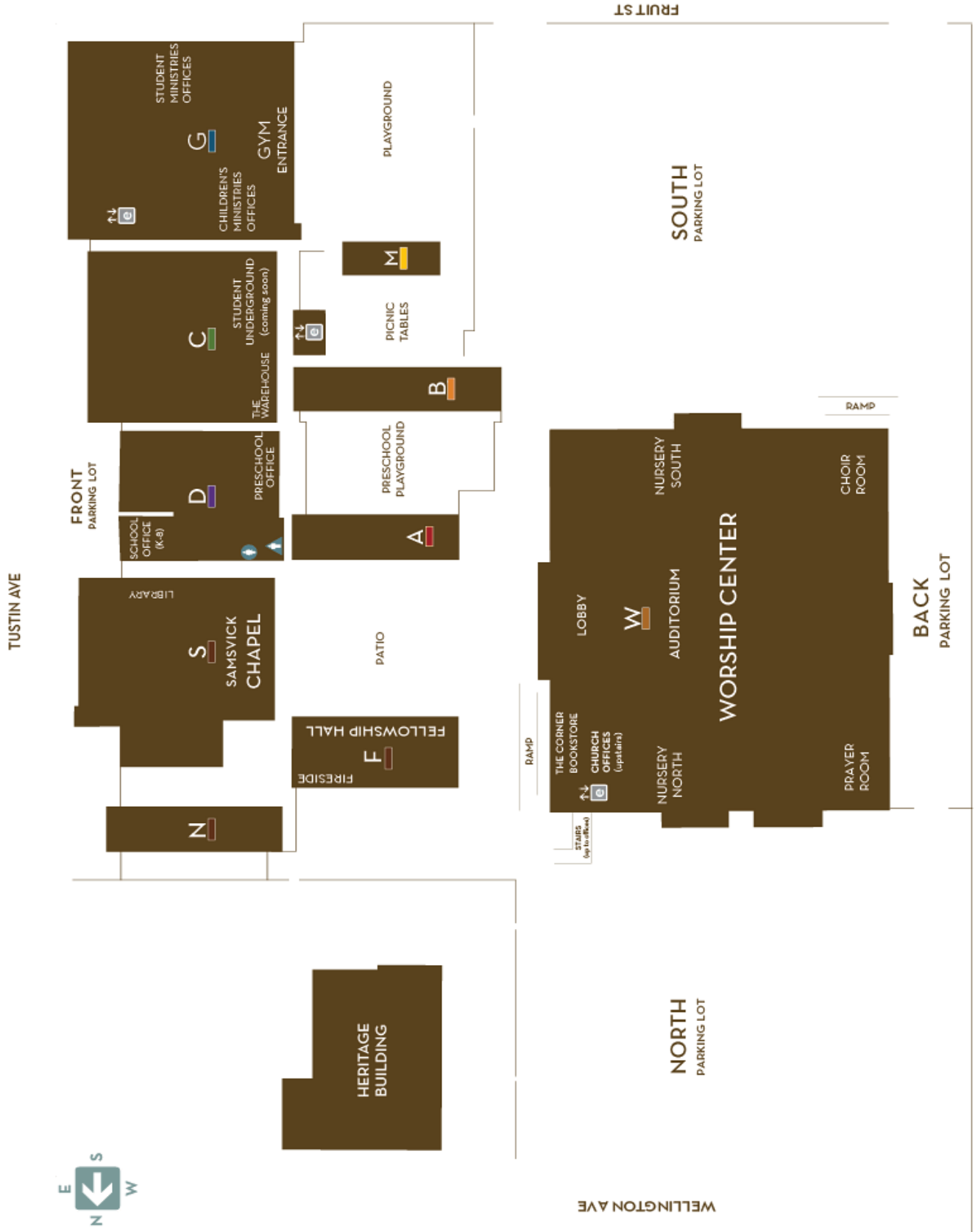
CLOSING PROGRAM

The Sunday following VBS is our closing service at 10am in the Worship Center. We'll bring all of our VBS elements together and celebrate what God has done throughout the week! This will be followed by some fun elements after services and fellowship together as a church family. Kids will be involved in the services.

LOCATION GUIDES

CHECK-IN	Patio
OPENING + CLOSING	Worship Center
BIBLE EXPLORATION	Fellowship Hall
MISSIONS	Samsvick Chapel
RECREATION	Gym + Playground + Blacktop
SNACKS	Picnic Tables
CRAFTS	C200
PENNY PROJECT	Worship Center Lobby
VBS HEADQUARTERS	S1
MEDICAL	S2
REGISTRATION	S6 + S7
SNACK PREP	North Kitchen
VOLUNTEER SNACKS	South Kitchen Hallway
SIXTH GRADE	The Underground
LOST + FOUND	Outside VBS Headquarters
BRIDGE VBS	B205

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	BETHANY ANDRADE + REBECCA ARAGON
REGISTRATION	JENNIE WHITSELL + MARIANNE JACKSON
HEADQUARTERS	STAFF
BACKGROUND CHECKS	CALVARY TOWN TEAM
BIBLE	DEBBIE ROWLEY
CRAFTS	KAREN GLASGOW
RECREATION	ERYN HOLM
SNACKS	ROBIN NELSON + JAMI SHIELDS
6TH GRADE	JOSH SIMPSON + COURTNIE DOWDY
MEDICAL TEAM	EMILY HEINER
MISS PENNY	LAUREN PARKE
MISSIONARIES	KARL + SUN DAHLFRED
NURSERY	PAULA GARCIA
PHOTOGRAPHY	RAY PERTIERRA
PRESCHOOL/K	MARYJANE EDWARDS
SECURITY + PARKING	STAFF
TECH	RYAN ROEHL
T-SHIRT DESIGN	CALVARY COMM TEAM
WEBSITE + DESIGN	CALVARY COMM TEAM
WORSHIP	ROBERT CARTER + KATHLEEN LU

CREW LEADER/ASST JOB DESCRIPTION

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

<p>OPENING</p>	<p>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:</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>Bible</p>	<p>Bible Exploration is where kids will hear the Bible story. Your job at Bible Exploration will be to:</p> <p>Line up with your crew outside the door Keep your crew together until you receive other directions Listen carefully to the Storytellers 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>Missions</p>	<p>Missions is where the children will go each day to hear from our VBS missionary family. Your job during Missions will be to:</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 & out during this time</p>
<p>Rec</p>	<p>Recreation is where kids use some of their energy in team-building games. Your job during recreation time will be to:</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>Snacks</p>	<p>Snacks is where crews come for a tasty snack. Each child will assemble their own snack each day. Your job will be to:</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>Crafts</p>	<p>Crafts is where kids will make a craft each day relating to the Learning Point. Your job during Crafts will be to:</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 when they need help (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>

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 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 an 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 S2. Notify the leader over you when you take a child to the Nurse – you or your Assistant can take the child to S2 (if they are to walk). If a child is unable to walk to S2, notify your leader 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 Salvation Prayer Team members who will help the child understand what it means to believe in Jesus.

VBS 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. (Avoid tickling children).
- Emergencies: for emergencies, illness or injury goes to S1 (VBS headquarters) or S2 (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).

VBS VOLUNTEER PARKING INSTRUCTIONS

With more than 1,000 kids on our campus, the parking lots will be very congested at the beginning and end of each VBS day. We urge your cooperation during these times and ask that you show patience and grace to others. In an effort to allow traffic to flow as efficiently as possible, please make note of the following:

- It IS ACCEPTABLE and we encourage you to park on the streets on Wellington and Fruit on Monday. Although this is street sweeping day, we have obtained a special waiver from the city and no tickets will be issued.
- Wellington Street Lot - When entering this lot please ENTER only using the driveway furthest from Tustin Avenue and EXIT only from the driveway closest to Tustin Avenue.
- Fruit Street - Only the gate furthest from Tustin Avenue will be open. Use this gate for both ENTERING and EXITING.
- DO NOT park in any of the parking lots designated for other businesses. These lots must be kept available for our neighbors and their clients, including the Heritage building parking lot.
- Property owners in these neighboring businesses have been known to tow cars.
- Please bring your children to the check-in area quickly and exit the parking lot as soon as possible.