

## 2017 VBS Volunteer Guidelines:



We are so excited that you have taken an interest in VBS this year! We value every volunteer and your willingness to help point the children toward Christ is very much appreciated!!! **YOU** are a critical player on our team and we can't do this without group leaders, guides, helpers, snacks, singing, games, crafts, volunteers, prayer warriors, and so much more! So again, thank you for your dedication!!!

Parents are leaving their most valuable possession with us and we need to be sure their child/children are safe and secure. Please carefully read through the following VBS Volunteer Guidelines and Procedures. If you have any questions regarding the information, please contact Shannon Jiang at 832-641-2615.

Thank you for being part of this awesome outreach!!!

Sincerely,

Aileen, Mindy, & Shannon

2017 VBS Directors

## Heritage Baptist Church VBS Week:

We will provide a safe environment for children to enjoy. We want children to be safe and feel safe, and parents to rest assured that their child is well cared-for while their children are in our care. Adults are never alone with children, and there are always two adults with children at all times.

We want kids to have fun! Our desire is to see kids have such a good time that they can't wait to come back the next day, and hopefully bring friends with them.

### Volunteer Requirements:

1. All Heritage Baptist Church members/non-members must read the policies and procedures.
2. If you are 18 years of age or older, complete a background form to be submitted for a background check. A link is provided on our website at [hbctx.org](http://hbctx.org).
3. Try to attend one volunteer meeting. (Either the first VBS meeting, or final one on June 17<sup>th</sup> 10:00 – 10:30 am)
4. Report to the area you are helping with at least 10 minutes before VBS begins each night.

*\*\*\*(Student Volunteers) Middle school and high school students may volunteer in VBS under the supervision of adult volunteers.*

### Student volunteers must adhere to the following guidelines:

1. Check in with the Lead Adult Volunteer at least 10 minutes before VBS begins.
2. Follow the direction of the Lead Volunteer and/or other adult volunteers at all times.

3. During all rotations such as snacks, music, games, crafts, etc. . . help out and interact with the children. We want the children to know we care and most importantly, to show Christ's love through our service to them.
4. If you are helping with a class, you must stay with them until all children have been picked up, or until another person relieves you.
5. Let the Lead Volunteer know when you are leaving for the day.
6. We ask that there are no electronic devices or handheld games in use during VBS unless you have an emergency. Again, this is just to make sure the children feel engaged and to make sure we are supervising adequately.
7. Although you may serve with your friends, please understand that you are not volunteering in order to socialize.
8. If something comes up and you know that you will not be able to make it, please contact one of the directors ASAP so that we can try and find a replacement.

Aileen Loftin - 323-697-5539

Mindy Whitmire - 832-541-6026

Shannon Jiang - 832-641-2615

### **Volunteer/Child Nametags:**

\*\*\*This year we have a change in name tag protocol. Registration is responsible for placing the children's name tags on as they enter the building each night.

All volunteers and children attending VBS must wear a name tag at all times. This is especially important for security and safety purposes.

Anyone not wearing a nametag will be asked to report to the Welcome Center, in the front foyer, for assistance. We will have a volunteer stationed at registration all night to make sure all kids/volunteers have their nametag on.

\*\*\*At the end of each night, the lead guide is responsible for collecting the name tags and placing them back inside the correct storage bin found at the registration table. Each bin will be labeled according to grade level.

### **Child Registration and Check-In:**

Our goal is to safely and quickly check in each child in a friendly manner. This can often be a stressful part of a parent's day.

- Please warmly greet each child and have them sent directly to the assigned homeroom area for their grade level. There will be signs hanging from the ceiling to help out.
- If it is already "start time" for VBS, then the registration volunteers will direct them to the sanctuary.
- If it is after the opening rally, the registration volunteer will check their schedule to see what rotation the child's grade level is currently in, and escort them there.
- Please be sure to check that the parent has the matching security bracelet for their child/children when they drop them off each day. ***Stress to the parent that whoever is picking up their child MUST have that matching security bracelet.***

#### Dismissal:

1. Parents will go to the designated Homeroom area for their child's age group to pick up their children.
2. Children are NOT to be released to anyone other than the adult with the matching security bracelet for that child.
3. Older siblings (helpers in VBS) may pick up their younger brothers and sisters, if they have the matching security bracelet.
4. Leaders will only remove a child's nametag as their parent picks them up.
5. Once all students have been picked up, leaders please put all the nametags back inside the plastic basket for that grade level so that registration may hand them out again the following night.

#### Late Arriving Parents for Pick-up:

If a child remains with the lead teacher after all of the other children have been picked up, the "Two Adult Rule" must be maintained, and you need to contact one of the VBS Directors in order to find or contact the parents. This is for the benefit of the child, the adults, and the church.

\*\*\*The VBS directors will be patrolling the halls during dismissal time and checking in with the classrooms to see if there are any children not picked up, so at least one of us should be within ear shot.

### Security:

In order to keep Heritage Baptist Church's VBS children in a safe and secure environment, the following security measures will be in effect:

1. Volunteers will be at the main doors during drop-off and pick-up.
2. There will be at least two people at the Welcome Center monitoring anyone entering the building.
3. No volunteer is allowed to work during VBS without a background check on file with Heritage Baptist Church.
4. Every classroom or environment will have two adults present at all times.

No adult is to ever be alone with a child.

5. In the event that a parent loses their child's matching security bracelet, that parent will be required to show identification to one of the VBS directors. You can direct them to the registration area where someone will use a walkie talkie to reach a VBS director.

### Evacuation of the Building:

- In the event of an emergency resulting in a building evacuation, the lead teacher will serve as the point person for that grade level.
- If the lead teacher is not in the room, another adult will provide leadership.
- The lead teacher will gather the children, and with the assistance of their helpers and group guides, take the children outside: infants will be carried; toddlers can be walked/carried outside.
- The teacher will follow the exit signs and exit at the closest door.
- Upon exiting the building, guides should use their class list to check their group to ensure that all children have been accounted for.
- Every group will have a clip board with an emergency red/green color card attached to it. Hold the green side of the card up once all children are accounted for.

- If any child is missing, hold the red side of the card up to flag down a director immediately. Notify them of who is missing ASAP.

### **Medication:**

If a child has a health issue/problem it will be noted on their nametag and on their information card. NO medication will be administered except in life threatening situations.

In a situation where a child has a potentially life-threatening condition and medication may need to be given, the nurse will speak to the family and have them complete any necessary paper work.

### **Nurse/Accidents/Health Conditions:**

We will have a nurse onsite stationed at the desk directly outside of the nursery.

She is available as needed.

If you encounter a life threatening situation (loss of consciousness, significant blood loss, difficulty breathing), immediately call 911 from a cell phone giving them the following information:

- Type of injury or health condition
- Information about the injured person: age, gender, etc.

Send a student helper to notify those stationed at the Welcome Center and the nurse that 911 has been called and the VBS Directors will notify the parents.

Minor accidents (bumps, bites, bruises, scrapes, etc.) can be handled in the room or sent to the First Aid Station. Band-Aids are in a Ziploc bag attached to each group's clip board, and ice can be found in the kitchen. Pre-K will have it's own first aid kit with the Pre-K Director. The nurse will document any situation that she believes the parents may contact the VBS directors about, so they will have the necessary information to answer any questions the parents may have.

The nurse will give the incident form to registration to be filed in the VBS binder.

### **Ways to Avoid Problem Behaviors:**

1. Come prepared by praying and having an idea for what you want to do during homeroom.
2. Be sensitive to the moods of the children in the group.
3. Provide enough space for each child.
4. Set clear and age appropriate expectations with the children.
5. Arrive early (at least 10 minutes before) and ask your VBS Director any questions.

### When Kids Require Discipline or Guidance:

1. Use a firm but gentle voice to address the behavior.
2. Remove the child from the activity.
3. Focus your remarks on the behavior you want to see.
4. Do not use words or a tone of voice that shames or frightens a child.
5. Do not use sarcasm or scream at a child.
6. Never make remarks that put down the individual as a person or make negative references about appearance, race or gender.
7. Never use corporal punishment or spanking of any kind.
8. If the child will not listen, then notify the VBS Director.
9. Use touch in affirming ways:
  - a. Appropriate examples: high fives, pat on the back or shoulders, knuckle bumps, etc.
  - b. Inappropriate examples: demanding/expecting hugs, slapping on the buttocks, kissing, etc.
  - c. If assistance is needed, contact the VBS Director.

### Bathroom Policies:

Please follow these procedures while taking children to the bathroom:

1. A same gender adult should walk child to the bathroom. The “two adult rule” is applicable if attending to a child who is in the bathroom. Otherwise, the adult volunteer should wait outside the bathroom door in the hallway with bathroom door slightly open.
2. If the child needs help, keep the door open and assist him or her, maintaining the “two adult rule.”
3. After the child has used the toilet in Ages 2-5, please remind them to wash their hands.

### Changes this year:

- 1.) Homeroom classes - We will NOT be dismissing students from the sanctuary this year. After the closing rally ends, students will follow their leaders/guides back to their “Homeroom Class” which will be designated with signs. This is where parents will come to pick up their child and show the matching security bracelet. Extra adults will be in the halls making sure children are leaving with adults and also directing them to leave through the main entry doors.
- 2.) Security Bracelets - This year, each student/parent will be given a security bracelet to be worn all week with a matching number (like at Mega Sports Camp). A student CAN NOT leave with someone who does not have a matching security bracelet. The adult will need to be sent to the registration area and one of the VBS directors will ask for the parent to show their identification.
- 3.) Nametags - This year everyone will be wearing their name tag on a lanyard. It is up to the leader to take the nametag off only as the child is being picked up from their homeroom classroom. Then, the leader will place the nametags inside the grade level basket at the front of the church before they leave for the night. This way, registration can have them in the correct location for the following night to hand out.



### Breakdown of the week:

**Day 1: The Relationship Began** - In the beginning, there was nothing. . .only God the Father, His Son Jesus, and God's Holy Spirit. God created the world and everything in it, including man. God made man to enjoy relationships with one another and with Him. (Genesis 1:1-2, 26-31,; John 1:1,14)

**Day 2: The Relationship Broken** - Satan tempted Eve to eat the fruit from the forbidden tree. Eve ate and offered some to Adam who also ate. Sin entered the world and every person who has ever lived has chosen to disobey God in some way – except for One, Jesus. (Genesis 3)

**Day 3: The Restoration Promised** - Before sin even entered the world, God had a plan to fix everything sin would mess up. In Isaiah, God promised to send the Messiah. When the time was right God sent Jesus to pay the penalty for sin. Simeon and Anna recognized that Jesus was the Messiah God had promised. (Isaiah 7:14; Matthew 1:18-24; Luke 2:22-38)

**Day 4: The Relationship Restored** - Jesus literally was Immanuel – God with us. When Jesus was 33, He was put on trial, convicted of sins He did not commit, and hung on a cross to die. When Jesus died darkness covered the land and the veil in the temple was torn in two. Jesus was buried and on the third day He arose. Jesus provided the way for our relationship with God to be restored. (Mark 15:22-16:7)

**Day 5: The Relationship Continues** - Some days after God raised Jesus from the dead, He met some of the disciples at the Sea of Galilee. Jesus prepared breakfast for the disciples. He restored Peter's relationship and instructed Peter to take care of His sheep. Jesus told the disciples to wait for God to send the Holy Spirit so that God would always be with them to help and to guide them. (John 21:1-19; Acts 1:4,8)

## VBS 2017 Pre-School Schedule

### Sunday

	<b>2 &amp; 3 Year Olds</b>	<b>4 &amp; 5 Year Olds</b>
6:00 – 6:20	Worship Rally	Worship Rally
6:20 – 6:40	Story	Music
6:40 – 7:00	Craft	Story
7:00 – 7:25	Mission Builders	Snack/Rec
7:25 – 7:50	Snack/Rec	Mission Builders
7:50 – 8:10	Music	Craft
8:10 – 8:30	Worship Rally	Worship Rally

### Monday – Thursday

	<b>2 &amp; 3 Year Olds</b>	<b>4 &amp; 5 Year Olds</b>
6:15 – 6:30	Worship Rally	Worship Rally
6:30 – 6:50	Story	Music
6:50 – 7:10	Craft	Story
7:10 – 7:30	Snack/Rec	Mission Builders
7:30 – 7:50	Mission Builders	Snack/Rec
7:50 – 8:10	Music	Craft
8:15 – 8:30	Worship Rally	Worship Rally

# 2017 Sunday VBS Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5
Kinder	A	B	C	D	E
1 <sup>st</sup> / 2 <sup>nd</sup>	B	C	D	E	A
3 <sup>rd</sup>	C	D	E	A	B
4 <sup>th</sup>	D	E	A	B	C
5 <sup>th</sup> / 6 <sup>th</sup>	E	A	B	C	D

## Sunday Schedule 5:00 – 8:30 pm

(June 25<sup>th</sup>)

4:40 – 5:00	Registration
5:00 – 5:50	Dinner
6:00 – 6:20	Worship Rally
6:20 – 6:40	Activity 1
6:40 – 7:10	Activity 2
7:10 – 7:30	Activity 3
7:30 – 7:50	Activity 4
7:50 – 8:10	Activity 5
8:10 – 8:15	Gather in Sanctuary
8:15 – 8:30	Worship Rally

### Schedule A

1. Music
2. Bible Story
3. Crafts
4. Snack
5. Games

### Schedule B

1. Bible Story
2. Crafts
3. Snack
4. Games
5. Music

### Schedule C

1. Crafts
2. Snack
3. Games
4. Music
5. Bible Story

### Schedule D

1. Snack
2. Games
3. Music
4. Bible Story
5. Crafts

### Schedule E

1. Games
2. Music
3. Bible Story
4. Crafts
5. Snack

### Room Key

Music .....	Sanctuary
Bible Story .....	Library
Crafts .....	Choir
Snack .....	Break room
Games .....	Teen Room

# 2017 VBS Schedule (Monday-Thursday)

	Day 1	Day 2	Day 3	Day 4	Day 5
Kinder	A	B	C	D	E
1 <sup>st</sup> / 2 <sup>nd</sup>	B	C	D	E	A
3 <sup>rd</sup>	C	D	E	A	B
4 <sup>th</sup>	D	E	A	B	C
5 <sup>th</sup> / 6 <sup>th</sup>	E	A	B	C	D

## Monday – Thursday 6:15 – 8:30 pm

(June 26<sup>th</sup> – June 29<sup>th</sup>)

6:15 – 6:30	Worship Rally
6:30 – 6:50	Activity 1
6:50 – 7:10	Activity 2
7:10 – 7:30	Activity 3
7:30 – 7:50	Activity 4
7:50 – 8:10	Activity 5
8:10 – 8:15	Gather in Sanctuary
8:15 – 8:30	Worship Rally

### Schedule A

1. Music
2. Bible Story
3. Crafts
4. Snack
5. Games

### Schedule B

1. Bible Story
2. Crafts
3. Snack
4. Games
5. Music

### Schedule C

1. Crafts
2. Snack
3. Games
4. Music
5. Bible Story

### Schedule D

1. Snack
2. Games
3. Music
4. Bible Story
5. Crafts

### Schedule E

1. Games
2. Music
3. Bible Story
4. Crafts
5. Snack

### Room Key

Music .....	Sanctuary
Bible Story .....	Library
Crafts .....	Choir
Snack .....	Break room
Games .....	Teen Room

Heritage Baptist Church VBS MAP

