



## Friends Church Vacation Bible School July 9<sup>th</sup> - July 13<sup>th</sup>, 2018 9 a.m. to Noon

VBS is fast approaching! It is time to put on our thinking caps (and check out Pinterest 😊) as to how to decorate our rooms. Please register your children and teens ASAP (either online through [whfriends.org/vbs](http://whfriends.org/vbs) or via a paper form found at Guest Services counters). Our registration team greatly appreciates this.

### Orientation

Saturday, June 30<sup>th</sup> >>> Room 227 >>> VBS Orientation & Decorating

9:30 am - If you are new to VBS at Friends Church

10:00 am - If you are returning to serve

If you can't attend the Orientation meeting and/or have not heard from your area director it is extremely important that you call or email your area director to make sure you know what is going on. Communication is a key element in making VBS run smoothly. Check the attached last page for your station assignment and your area director (names marked with a \* on attached roster) contact information.

### Background Checks

We must, for the safety of the children and to comply with our insurance, have everyone complete an online application that will include a background check. If you need to complete or update a background check, then you should receive an email from the church office. Please make this a priority as you cannot volunteer at VBS without completing it. You can provide the needed data to initiate the background check by going to this website: [www.whfriends.org/backgroundcheck](http://www.whfriends.org/backgroundcheck).

### Safety & Security Training Update

Carol Hiscott and/or Brenda Schultz will alert you as to what training you need to take as well as help you get your background check done. You may need to take the full safety and security training quiz or just do the 'Updated' training quiz. Online links to these training courses can be found at:

[www.whfriends.org/safety-security](http://www.whfriends.org/safety-security)

We also do a short onsite "in person" training course that covers some key areas relative to the safety & security of the children under our care. This class will be offered Sunday morning, June 10<sup>th</sup>. If you were unable to come to the meeting, please contact one of the volunteer coordinators to schedule for another day.

## Name Tags & Schedule

Adult Volunteer name tags will be preprinted and on the Café counter each morning the week of VBS. Please remember to get your name tag prior to going to your room as this allows us to see if someone is absent.

A schedule will be available with the name tags each morning with the day's events. Please read the daily devotion in the Director's Guide and announcements in your room before the kids start arriving. We also strongly encourage you to pray with the other leaders in your station and pray over your rooms and the children who will come into them. Prayer makes a huge difference in how smoothly things run.

## VBS Registration for Volunteer's Children

All children coming with the staff from newborn through 6<sup>th</sup> grade should be included on the VBS registration form. Children younger than 3 years of age are free and teens older than 7<sup>th</sup> grade are free. Those in 7<sup>th</sup> grade and older should not be put on the VBS registration form. They should fill out a separate teen volunteer form to be a crew leader.

## Volunteer's Children in Crews:

Volunteer's children can check-in as early as 8:40 and enter the Activity Center to join their crew at 8:45 am. Please ensure your children have connected with their crew leaders in the Activity Center before leaving them unattended. Note: There is no supervision provided outside of the Activity Center at the start of VBS so your children should be supervised by their guardian until they are handed off to the crew leaders. The adult volunteers who are serving as the preschool (3-5 year olds) crew leaders will be all the way in front close to the bleachers.

## Volunteer's Nursery/Toddler Room:

Please check in your nursery/toddler aged children and take their name tag/information sheet up to room 232. You can drop off your child in room 232 starting at 8:30 on Monday and 8:45 every other day. Children younger than 3 will stay in room 232 and will need to be picked up there at noon. The lunch food line will open at 11:45 for staff with infants/toddlers/preschoolers and you can get their lunches and set them at a table before picking them up. Please respect the workers in these rooms and pick up your preschoolers no later than noon.

## VBS Crews

The children will be assigned to "crews" that will be multi-aged and consist of about 4 children and one crew leader. This will be done by the registration staff prior to and during VBS. Each crew will travel to the different stations throughout the morning. Three to four crews will travel together as a group. Each group is assigned a letter and will have an assistant crew leader and a group leader with distinguishing name tags.

Please DO NOT let the groups out of your room until the scheduled time. Allowing them to leave early can cause a disruption in the hallways and a distraction to the other rooms. The exception to this is the preschool crews that are led by adults. They sometimes leave a station early as their journey between rooms and bathroom breaks may take longer.

### Crew Leaders and Assistant Crew Leaders

The crew leaders will be teenagers (7<sup>th</sup> grade and higher) that have volunteered to serve at VBS. They will be assigned a crew and be responsible for making sure their crew gets to each of their stations. This opportunity allows our teenagers to learn how to have a servant's heart while helping them to identify where they can best use their gifts for the Lord. We will also have an assistant crew leader (5<sup>th</sup> or 6<sup>th</sup> grader) in each group. The assistant crew leader is someone who is still participating at VBS so will still receive all handouts and do the crafts. However they have shown an interest in becoming a crew leader in the upcoming years. The assistant crew leader will be the group "runner", they may take children to the restroom and fetch items left behind for the whole group.

The crew leaders will need encouragement with specific instructions (form a circle by putting knees to knees), words of praise (you are doing such a good job helping that little girl with that glue), and in making the transition time between classrooms go smoothly (crew leaders, in 3 more minutes you'll be taking your crew into their next classroom, help everyone make sure they have their bags, etc.). If you have questions or concerns about crew leaders contact Sam Richter. During VBS, you can contact her by calling '0' on any church phone and asking Beth Kelly to notify her that she is needed in a specific room or for a specific group.

Another way we encourage our crews and help the teens to become stronger leaders is with positive feedback. You will be given comment cards each day to write the crew number or leaders names that you observe handling their crews well (i.e. helping their crew, dealing with a difficult situation properly, encouraging participation, etc) Please bring these cards down to the check in station at the end of the day .

### Kids on a Mission

Our 5<sup>th</sup> and 6<sup>th</sup> graders have the opportunity to participate in a program called Kids on a Mission (KOM). They will participate in service projects during the afternoon on Tuesday, Wednesday, and Thursday. The kids do not have to attend VBS or be an assistant crew leader during VBS to participate in KOM. They do need to register for KOM to participate and pay the registration fee. The KOM fee includes lunch each of those 3 days.

### Staff Lunches

Every day after VBS, for a fee of \$6 per person for the entire week, lunch will be provided for you and the children that you brought with you to VBS. This includes siblings of teen crew leaders who will ride home with them. The cost is \$6 per person no matter how many of the staff lunches you attend (no prorated or discounted fee for less days). You can register and pay for lunch through the link at: [www.whfriends.org/VBS](http://www.whfriends.org/VBS) We can also collect cash/check payment the first day of VBS. Lunch opens at 11:45 am for staff with preschoolers. For everyone else, the lunch is available at 12:00 noon. We will have jelly sandwiches available each day for those kids who do not want the regular lunch.

### Staff Lunch Contributions

We'd like to ask everyone who right now is financially blessed to bring in an item or two to contribute to the lunch so we can provide a great lunch but continue to keep the cost down. The items to contribute need to be brought to church by July 8th, unless otherwise noted on the signup sheet. Perishable items should not be brought until the week of VBS. They should be left in the Prep Kitchen (across from the restrooms by the café) with your name on it and labeled *VBS LUNCH*.

You can also find the signup sheet online at [www.whfriends.org/VBS](http://www.whfriends.org/VBS). If you have any questions please contact Christine Reynolds at [cmreynolds928@gmail.com](mailto:cmreynolds928@gmail.com).

### Snack Contributions

We will be asking the congregation to pick an item from the boards that will be set out by the Hospitality Room in late June for VBS snack to likewise help us keep the cost down. People should take one slip for each item they plan on donating. Donations should be returned, with the slip attached, to the bins provided by the boards.

### Station Guides

The area director's (names marked with a \* on attached roster) will have your station guide AND will clarify if there is any information we will not use for any given day. You should receive this guide at the VBS meeting on June 30<sup>th</sup>.

### Decorations

Everyone loves the decorations at VBS and we want you to go all out! You can begin putting things up on the walls and ceilings of the room starting after 12:15 pm on Saturday, June 30<sup>th</sup>. There will be rooms where we can't move or decorate the tables as they will be used for Sunday School or Celebrate Recovery until VBS week. You will need to move tables and chairs and finish decorating your room on July 8<sup>th</sup> after 12:15pm.

Many of the stations need specific supplies and you will find them in the CE Office or from your Area Director. In the CE closet (see attached map), there will be large rolls of paper to use in decorating but please cut off what you need and leave the roll for others to use. The Bible Room supplies will be coordinated by Colleen Sargent. The Bible Room supplies will be divided up and put in your room as well as in the CE Office.

Only use the provided tabs found in the CE office to adhere all materials to the walls as this will not take the paint off the walls when it is removed. If it is something large, long and/or heavy, blue or cream masking tape (found in the CE office) is an acceptable alternative. If you have any questions please see your Area Director or the Volunteer Coordinators.

### Crowd Control

We will be using rhythmic clapping to get your classroom's attention. Clap in a repeatable pattern and then wait for the children to clap that pattern back to you. Usually, by the second or third pattern you clap out you'll have their attention.

### Prayer Room

There will be adults praying during VBS in the Hospitality Room. Everyone is welcome to come to the prayer room and pray throughout the day as time permits. There will be someone praying for you and the children in your rooms all morning, every day of VBS. Come expecting God to do some great things!

We are looking forward to the great things God is planning on doing next week. We are already praying for you and know that God is going to bless you and your efforts.

In His Service,

Lynn Pierce, VBS Director

Christine Reynolds, VBS Volunteer Coordinator