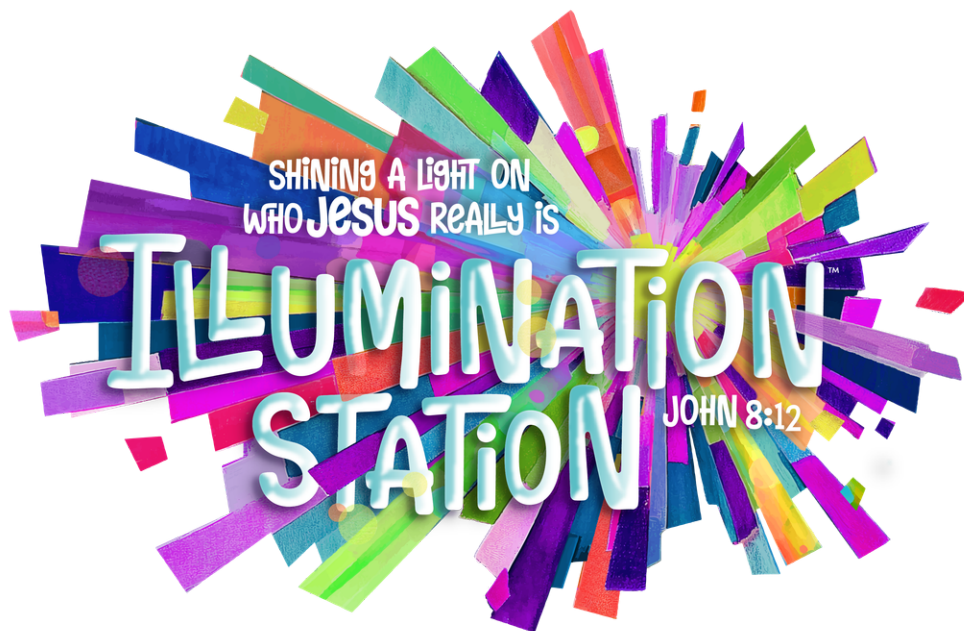


INDIANA AVE BAPTIST CHURCH VBS LEADERS GUIDE

JUNE 22-25TH 6:30-8:30PM

FAMILY NIGHT JUNE 25TH AT 6:30

ENTERING KINDER – COMPLETED 5TH GRADE



VBS Scripture: “Jesus spoke to them again: ‘I am the light of the world. Anyone who follows me will never walk in the darkness but will have the light of life.’”

John 8:12

VBS Motto: Shining a Light on Who Jesus Really Is

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CLASS COLORS & ROOM ASSIGNMENTS

Entering Kinder: Green

Master Bible Room: PS Pond
Extra Rooms: Purple 10, Purple 11,
Green 12/13

Completed Kinder: Purple

Master Bible Room: 112
Extra Rooms: 111, 115, 116

Completed 1st Grade: Orange

Master Bible Room: 105
Extra Rooms: 102, 103

Completed 2nd Grade: Yellow

Master Bible Room: 105
Extra Rooms: 102, 103

Completed 3rd Grade: Green

Master Bible Room: 107
Extra Rooms: 109, 110

Completed 4th Grade: Blue

Master Bible Room: 107
Extra Rooms: 109, 110

Completed 5th Grade: Red

Student Building

VBS DATES AND TIME– MARK YOUR CALENDAR!

Monday-Wednesday June 22-25th 6:30-8:30pm

VBS Worker's Hospitality Room: Dinner for volunteers and their family 5:15-6:10pm

Thursday 6/25 VBS Family Night 6:30pm music and fun for the family followed by a free dinner

Sunday 6/28 Family Day in Worship at the 11:00 service

VBS TRAINING MEETING ROOMS

Preschool Leaders	Preschool Pond
Entering Kinder Leaders	Preschool Pond
Completed Kinder Leaders	Room 112
1st & 2nd Grade Leaders	Room 105
3rd & 4th Grade Leaders	Room 107
5th Grade Leaders	Youth Rooms
Recreation Team	Children's Worship Zone
Praise Team	4th Grade Sunday School Room
Snack Team	Children's Cafe
Registration & Greeter Teams	Student Building
Special Buddies Team	Student Building

VBS BIBLE LESSONS

Monday, 6/22 Jesus is God's Promised Son: Matthew 16:13-20

Jesus Asked Who People Thought He Was. Jesus is the promised Son of God.

Tuesday, 6/23 Jesus is the Proven Son of God: Mark 14:43-16:7

Jesus lived, died, and rose to life again to be our Savior, now and forever.

Wednesday, 6/24 Jesus is God's Plan for Forgiveness: Acts 2

Peter Preached About Jesus. Jesus is the only way to receive God's forgiveness.

Thursday 6/25 Family Night – Overview and Games

VBS Mission Offering: Keith Baldrige in Colorado – Living Stone Church

DISCIPLINE

- Communicate a few general disciplinary rules that are easy to remember.
 - 1. Be kind**
 - 2. Be safe**
 - 3. Be respectful**These are umbrella rules that you can use for a multitude of behaviors. Make guidelines clear on the first day and consistently throughout the week.
- Be prepared for kids to push the boundaries and break the rules at times. When it happens, take a deep breath, provide firm and loving guidelines as needed, and love the kids you teach.
- Plan ahead. Place supplies and instructions nearby to eliminate or minimize down time or issues.
- Proximity helps prevent problems. Stand by and model positive behavior for kids.
- Give instructions only when you have the attention of the entire group. Use the motto to help get the kids attention. You say, "Jesus is the" and they reply, "LIGHT OF THE WORLD!"
- Limit instructions to two or three steps at a time before adding new ones, especially with younger children. Frustration leads to disruption.
- Break activities into short time segments that do not outlast kids' attention spans. In general, kids can focus one minute for each year they are old.
- Begin with something positive when correcting behavior.

"Jeff, I appreciate your enthusiasm, but we all need to listen before we can"
- Use positive phrasing telling kids what you want them to do.

"Use walking feet" instead of "Don't run!"
- Handle disruptions quickly and discreetly. Don't call them out in front of their peers
- Give positive reinforcement and praise. Kids are starving for genuine, appropriate affirmation. Make eye contact and speak directly to kids.
- Check with your Grade Level Directors for assistance first. If all else fails call **Brenda Loftus** (806-787-4063) or **Elizabeth Thompson** (806-252-3815)

DRESS CODE

- Workers: Fun, casual, comfortable, **MODEST!!!!** (No tank tops, no short shorts)
- Children: Fun, casual, comfortable, **MODEST.**

FIRST AID

Medical staff on duty at the **Connection Center** & at the **Children's Information Desk.**

All injuries must be documented using an accident report form (available from the VBS nurse).



HOSPITALITY ROOM

Monday – Wednesday: 5:15 – 6:10 pm Dinner for VBS Volunteers & their family in the Student Building

Monday: Lasagna Rolls, breaded zucchini, garlic bread and cannolis

Tuesday: Enchiladas, refried beans, Spanish rice, chips & salsa, churros

Wednesday: Chicken sandwiches, fries, green beans, and brownies

Gluten free options are available if needed.

Thursday: 6:30 pm Family Night followed by hot dog and hamburger dinner in the Commons

SECURITY & SAFETY

- Do not leave a child unattended.
- Do not go into a bathroom by yourself with one child.
- Do not leave one teacher alone with a child in a classroom.
- Do not let a child leave with an adult without their printed check out sticker.

*Special Circumstance: If a parent comes to pick up a child without the printed check out sticker, release must be approved by VBS Directors or Grade Level Directors.

VBS Directors: Brenda Loftus, Elizabeth Thompson

Grade Level Directors:

- **Kinder:** Sarah Sanders
- **1st & 2nd Grade:** Danielle Brown
- **3rd & 4th Grade:** Kaylee Pickett
- **Preschool:** Sarah Price & Lauren Loudermilk



VBS PHOTOS

Photos will be taken on Tuesday at the beginning of recreation.

We want teachers and helpers in the group photo with kids!!!!

Photos will be available on our website.

PRIZES FOR FIRST TIME VISITORS

Children who bring a guest will receive a prize each time they bring a first-time visitor. The child that brings the visitor and the visitor receives a prize from the grab bag. Each teacher will receive a grab bag for children to select a prize from.

DAILY PRIZE AND BIBLE REVIEW HANDOUT

Children completed K – 5th grade will receive a different VBS prize each night and a Bible Review Handout at the end of each evening when their printed check out sticker is returned by the parent. Prizes will be at the Check-in tables at pickup.

This is how we communicate with parents so it's important they go home each night.

REGISTRATION LOCATIONS

- Registration for workers kids – entering Kinder is in the Children's Building
- Registration for Completed K – 5th grade is in the Commons



EARLY DROP OFF FOR WORKER'S KIDDOS

Early drop off begins at 6:10

- Infants– Toddler's Pick-up check-in stickers at Children's Welcome desk and go to Yellow 5.
- 2's & 3's Pick-up check-in stickers at Children's Welcome desk and go to Orange 7.

CHECK IN

- Small group leaders and registration helpers nametags will be at their grade level tables. All other volunteers will receive their nametags at the Connection Center.
- Worker's Children Infants - Entering K will check-in at the Children's Welcome Desk to receive printed Check-In stickers.
- Children Completed K – 5th will check in at the computer next to the appropriate registration table in the Commons. Parents will then take their child into the Worship Center and check in their child using the printed sticker at the table next to the child's grade level.

CHECK OUT

- All volunteers will return their name tag to their appropriate places.
- Preschool Children (Infants - Entering K) will place printed Check-Out sticker on the clipboard assigned to their child's classroom
- Children completed K – 5th must have a parent or guardian check out their child using their printed Check-Out sticker at the appropriate grade level table in the Worship Center.

REGISTRATION TEAM

Greet parents and children by saying, **“We are so glad you are here with us at VBS! What grade level did you just complete?”** This will help make them feel welcome and ensure they are at the right table.

- Assist parents with checking in their children at the grade level tables using the computers.
 - Be sure to ask parents if their child has any **allergies**. If so, use the **Allergy Alert sticker** to place on their nametag.
 - If the child is not found in the computer by typing in the parent phone number, direct them to the Connection Center to register on iPad.
 - After parents check in say, **“You are all checked in, please find the matching color table in the Worship Center and place your child’s sticker on their small group clipboard.”**
 - Once parents arrive in the worship center, direct parents to place the Check-In sticker on the correct subgroup clipboard.
- During the Worship Rally, using the master roll sheet, verify the names and numbers of children.
- Help count out nightly newsletters and giveaways.
- If you have free time, feel free to join your grade level group’s activities.

At the End of each night:

- Be at your grade level table in the Worship Center at 8:00pm.
- Direct parents to the table and assist them with placing their Check-Out stickers on the clipboards.
- If they do not have the correct Check-Out sticker, see your grade level director for verification.
- Before turning in clipboards, ensure each child has the correct Check-Out sticker next to their Check-In sticker.
- Collect completed clipboard pages and bring them to the Connection Center. Then refill the clipboard with blank pages for the next day.

VBS INFANTS – 3 YEAR OLDS (VOLUNTEER'S KIDS ONLY)

Infants – 2’s

Teacher & Helpers Responsibilities:

- Study each day’s Bible material, Bible story, memory verse, and life application
- Commit to pray for all children who attend VBS and their families
- Participate in training and planning session
- Be in your classroom at 6:00 pm
- Greet children, check children in, get parent’s cell numbers
- Encourage children to participate
- Take care of children and their needs
- Stay with your group until all children are signed out by their parents

3 Year Olds and Entering Kinder

Teachers & Helpers Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Commit to pray for all children who attend VBS and their families.
- Participate in training and planning session.
- Be in your classroom at 6:00 pm.
- Greet children, check children in, get parent's cell number and check-in sticker to parent.
- Encourage children to participate in Centers, Craft activities & Worship.
- Take care of children and their needs.
- Move with the children to Recreation and help supervise children. **(Always keep your clipboard with you)**
- Stay with your group until all children are signed out by parents.

Preschool Worship Team

Travel to each classroom and lead worship for infants and toddlers.

Lead worship time for 2s-4s in the Preschool Pond

COMPLETED KINDER – 5TH GRADE

BIBLE TEACHER AND ACTIVITY LEADER

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Commit to pray for all children who attend VBS and their families.
- Prepare to lead out in small group Bible Application.
- Request supplies needed, gather supplies.
- Always open your Bible when teaching the Bible lesson.

SMALL GROUP LEADERS

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Commit to pray for all children who attend VBS and their families.
- Be in your place in the Worship Center at 6:15 pm.
- Greet children and encourage children to participate in Worship Rally.
- Help with Small Group Bible Application activity.
- Move with the children to the Recreation activity and help supervise children.
- Check to make sure you have all the children listed on your clip board before and after moving from each location. Always take your clipboard with you.
- When pick-up starts, monitor children, and assist with checkout. Stay with your group until all children are picked-up.

RECREATION TEAM

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Coordinate space and schedules with other leaders as needed.
- Help set up the games each night.
- Lead appropriate recreation activities each evening.
- Use review questions to help children learn Bible truth for the day.
- Commit to pray for all children who attend VBS and their families.
- Help clean-up area and put away game supplies.

SECURITY, GREETER, AND PRAYER TEAM

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Greet families as they come in.
- Direct them to their correct check-in area
- Rotate through Prayer Room (101) and prayer walk campus

SNACK TEAM

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Prepare snacks for children.
- Clean-up kitchen (may prepare snacks for next day if time allows).
- Due to allergies provide alternatives for children wearing yellow Allergy alert tags.

SPECIAL BUDDIES

Responsibilities:

- Study each day's Bible material, Bible story, memory verse, and life application.
- Provide support to small group leaders when children are experiencing challenging behaviors
- Serve as a one-on-one shadow for children as needed
- Escort children to designated calm down areas and help reintroduce them to their group after
- Assist children with transitions between activities and places



ENTERING KINDER

6:15-6:30 Centers in Rooms
6:30 -7:00 Play on Outside Playground
7:00 – 7:20 Snacks and Bathroom Break
7:20 – 7:40 Worship in Pond
7:40 – 8:00 Indoor Playground
8:00 – 8:20 Craft Activity in Rooms
8:20 – 8:30 Review Bible Story/Centers

COMPLETED KINDER

6:15 Teachers in place in Worship Center
6:30-7:00 Opening Rally in Worship Center
7:00-7:10 Bathroom Break
7:10-7:30 Snacks and Outside Playground
7:30-8:10 Bible Lessson (Room 112)
8:10-8:30 Closing Rally in Worship Center

COMPLETED 1ST AND 3RD

6:15 Teachers in place in Worship Center
6:30-7:00 Opening Rally in Worship Center
7:00-7:20 1st Games in WZ, 3rd Games in WC
7:20-7:30 Snacks outside kitchen
7:30-8:10 Bible Lessson (1st Rm 105; 3rd Rm 107)
8:10-8:30 Closing Rally in Worship Center

COMPLETED 2ND AND 4TH

6:15 Teachers in place in Worship Center
6:30-7:00 Opening Rally in Worship Center
7:00-7:30 Bible Lesson (2nd Rm 105; 4th Rm 107)
7:35-7:55 2nd Games in WZ, 4th Games in WC
7:55-8:05 Snacks
8:10-8:30 Closing Rally in Worship Center

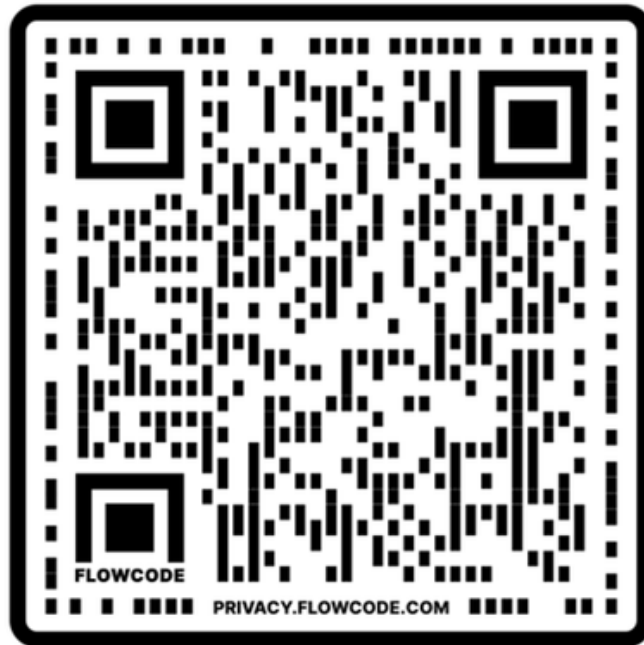
COMPLETED 5TH GRADE

6:15 Teachers in place in Worship Center
6:30-7:00 Opening Rally in Worship Center
7:05-8:10 Bible Lesson/Games/Snack
Snack 7:20-7:30
8:10-8:30 Closing Rally in Worship Center

THURSDAY FAMILY NIGHT: ALL AGES

6:30pm Worship Rally in the Worship Center followed by
free Family Dinner in the Commons

REDUCING THE RISK



**BE SURE TO CHECK THE VOLUNTEER BOARD
FOR YOUR CLASS AND IF YOU'RE MISSING
ANY REQUIREMENTS!**