

CALVARY CHAPEL RIDGECREST VBS 2026



VOLUNTEER HANDBOOK

**WELCOME TO CALVARY CHAPEL
RIDGECREST VBS
2026**

WELCOME TO RAINFOREST FALLS VBS AT CALVARY CHAPEL RIDGECREST! THIS WEEK IS DESIGNED TO SUPPORT AND EQUIP YOU AS YOU HELP CHILDREN ENCOUNTER JESUS THROUGH ENGAGING BIBLE TEACHING, WORSHIP, GAMES, AND HANDS-ON ACTIVITIES. AS KIDS EXPLORE THE BEAUTY OF GOD'S CREATION, THEY WILL ALSO LEARN IMPORTANT BIBLICAL TRUTHS ABOUT WHO GOD IS AND HOW MUCH HE LOVES THEM. THANK YOU FOR YOUR WILLINGNESS TO SERVE—YOUR OBEDIENCE, CONSISTENCY, AND LOVE PLAY A VITAL ROLE IN WHAT GOD WILL DO IN THE HEARTS OF OUR CHILDREN THIS WEEK.

**FOR THE EQUIPPING OF THE SAINTS FOR THE WORK OF MINISTRY,
FOR THE EDIFYING OF THE BODY OF CHRIST**

EPHESIANS 4:12

**CONTACT HEATHER GRAHAM WITH ANY QUESTIONS OR CONCERNS
760-793-2490**

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MEETING & IMPORTANT DATES

| | | |
|----------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| VOLUNTEER REGISTRATION OPENS | SUNDAY FEBRUARY 8TH 2026 | 10 AM |
| VBS RAINFOREST FALLS FAQ | FEBRUARY 8TH 2026 | 11:45 IN THE MAIN SANCTUARY |
| GENERAL MEETING WITH TEAM LEADS | SUNDAY MARCH 29TH 2026 | LOCATED IN MAIN SANCTUARY 12 NOON TO 1:30 PM |
| GENERAL MEETING | SUNDAY APRIL 19TH 2026 | MAIN SANCTUARY 12 NOON TO 2 PM |
| GENERAL MEETING ON SAFETY AND FINAL DETAILS | SUNDAY MAY 17TH 2026 | MAIN SANCTUARY 12 NOON TO 2PM |
| CHILD SIGN UP BEGINS | THURSDAY MAY 21ST 2026 | 4PM |
| LAST DAY FOR DECORATION HELP | SUNDAY JUNE 21ST 2026 | 5PM |
| MATERIAL REQUEST DEADLINE | JULY 1ST 2026 | 6PM |
| VOLUNTEER REGISTRATION ENDS | SUNDAY JUNE 28TH 2026 | 6PM |
| PRAYER AND FASTING MEETING | SATURDAY JUNE 20TH 2026 | 9AM TO 10 AM MAIN SANCTUARY |
| CHILD SIGN UP ENDS | FRIDAY JULY 10TH 2026 | 7PM |
| VBS SET UP | SUNDAY JULY 5TH 2026 | AFTER CHURCH |
| RAINFOREST FALLS VBS | JULY 6TH THROUGH 10TH 2026 | 5:30 – 8:30 PM CALVARY CHAPEL |
| VBS TEAR DOWN | SUNDAY JULY 12TH 2026 | AFTER CHURCH |

Daily VBS Schedule at a Glance

Volunteer Meals available from 4:30 to 6:30

(served in the Office area Duggout (see map on page 10) and enjoyed in the Café area)

Monday – Thursday

4:30 – Volunteer Arrival

5:00 to 5:15 – Daily Update Prayer and Devotion (in main sanctuary)

5:15 – Children start arriving and checking in (in main sanctuary)

5:30 – 5:45 – Opening (in main sanctuary)

5:50 – 8:15 Children go through rotations (see schedules below)

8:20 – 8:30 Closing & Dismissal (in main sanctuary)

Friday Schedule with modifications for Family Night

4:30 – Volunteer Arrival

5:00 to 5:15 – Daily Update Prayer and Devotion (in main sanctuary)

5:15 – Children start arriving (in main sanctuary)

5:30 – 5:45 – Opening (in main sanctuary)

5:50 – 7:45 Children go through rotations (see schedule below)

7:45 – 8:00 Children go to the youth sanctuary to get ready to do their performance

8:00 – 8:30 Family Night parent presentation

***Children will perform first and then be dismissed to their classrooms, where bible story took place, parents will come to check them out at their classrooms. This lets parents see all areas of VBS including the Youth Building and Classrooms which have also been decorated by all of you wonderful volunteers!**

VBS Schedule

Overall

| | 5:30 – 5:45 | 5:50 – 6:10 | 6:15 – 6:35 | 6:40 – 7:00 | 7:05 – 7:25 | 7:30 – 7:50 | 7:55 – 8:15 | 8:20 – 8:30 |
|-----------------------|-------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-------------|
| 4yrs old | Opening | Sticky Scriptures | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Wild Games | Closing |
| Kindergarten | Opening | Sticky Scriptures | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Wild Games | Closing |
| 1 st Grade | Opening | Wild Games | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Sticky Scriptures | Imagination Station | Closing |
| 2 nd Grade | Opening | Wild Games | Imagination Station | Sticky Scriptures | Rooted Bible Adventures | Tree top Treats | Sing and Play Tune Lagoon | Closing |
| 3 rd Grade | Opening | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Wild Games | Sticky Scriptures | Imagination Station | Closing |
| 4 th Grade | Opening | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Wild Games | Treetop Treats | Sticky Scriptures | Closing |
| 5 th Grade | Opening | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Sticky Scriptures | Wild Games | Treetop Treats | Closing |
| 6 th Grade | Opening | Imagination Station | Rooted Bible Adventures | Wild Games | Treetop Treats | Sing and Play Tune Lagoon | Sticky Scriptures | Closing |

By Station

| Sing and Play Tune Lagoon | | Sticky Scriptures | | Imagination Station | | Rooted Bible Adventures | | Wild Games | | Treetop Treats | |
|---------------------------|-----------------------------------------|-------------------|-----------------------------------------|---------------------|------------------------------------------|-------------------------|------------------------------------------|-------------|------------------------------------------|----------------|------------------------------------------|
| 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening |
| 5:50 – 6:10 | Break | 5:50 – 6:10 | 4yrs & K | 5:50 – 6:10 | 6 th Grade | 5:50 – 6:10 | 4 th & 5 th Grades | 5:50 – 6:10 | 1 st & 2 nd Grades | 5:50 – 6:10 | 3 rd Grade |
| 6:15 – 6:35 | 4 th & 5 th Grade | 6:15 – 6:35 | Break | 6:15 – 6:35 | 2 nd Grade | 6:15 – 6:35 | 3 rd & 6 th Grades | 6:15 – 6:35 | Break | 6:15 – 6:35 | 4yrs, Kinder, 1 st Grade |
| 6:40 – 7:00 | 3 rd Grade | 6:40 – 7:00 | 2 nd Grade | 6:40 – 7:00 | 4 th & 5 th Grades | 6:40 – 7:00 | 4 yrs Kinder, 1 st Grade | 6:40 – 7:00 | 6 th Grade | 6:40 – 7:00 | Break |
| 7:05 – 7:25 | 4yrs, K & 1 st Grade | 7:05 – 7:25 | 5 th Grade | 7:05 – 7:25 | Break | 7:05 – 7:25 | 2 nd Grade | 7:05 – 7:25 | 3 rd & 4 th Grade | 7:05 – 7:25 | 6 th Grade |
| 7:30 – 7:50 | 6 th Grade | 7:30 – 7:50 | 1 st & 3 rd Grade | 7:30 – 7:50 | 4yrs & Kinder | 7:30 – 7:50 | None | 7:30 – 7:50 | 5 th Grade | 7:30 – 7:50 | 2 nd & 4 th Grades |
| 7:55 – 8:15 | 2 nd Grade | 7:55 – 8:15 | 4 th & 6 th Grade | 7:55 – 8:15 | 1 st & 3 rd Grades | 7:55 – 8:15 | None | 7:55 – 8:15 | 4 yrs & Kinder | 7:55 – 8:15 | 5 th Grade |
| 8:20 – 8:30 | Closing | 8:20 – 8:30 | Closing | 8:20 – 8:30 | Closing | 8:20 – 8:30 | Closing | 8:20 – 8:30 | Closing | 8:20 – 8:30 | Closing |

By Age/Grade

| | 4 years old | Kindergarten | 1 st Grade | 2 nd Grade | 3 rd Grade | 4 th Grade | 5 th Grade | 6 th Grade |
|-------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 5:30 – 5:45 | Opening | Opening | Opening | Opening | Opening | Opening | Opening | Opening |
| 5:50 – 6:10 | Sticky Scriptures | Sticky Scriptures | Wild Games | Wild Games | Treetop Treats | Rooted Bible Adventures | Rooted Bible Adventures | Imagination Station |
| 6:15 – 6:35 | Treetop Treats | Treetop Treats | Treetop Treats | Imagination Station | Rooted Bible Adventures | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Rooted Bible Adventures |
| 6:40 – 7:00 | Rooted Bible Adventures | Rooted Bible Adventures | Rooted Bible Adventures | Sticky Scriptures | Sing and Play Tune Lagoon | Imagination Station | Imagination Station | Wild Games |
| 7:05 – 7:25 | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Rooted Bible Adventures | Wild Games | Wild Games | Sticky Scriptures | Treetop Treats |
| 7:30 – 7:50 | Imagination Station | Imagination Station | Sticky Scriptures | Treetop Treats | Sticky Scriptures | Treetop Treats | Wild Games | Sing and Play Tune Lagoon |
| 7:55 – 8:15 | Wild Games | Wild Games | Imagination Station | Sing and Play Tune Lagoon | Imagination Station | Sticky Scriptures | Treetop Treats | Sticky Scriptures |
| 8:20 – 8:30 | Closing | Closing | Closing | Closing | Closing | Closing | Closing | Closing |

Friday Rotations

Shorter Rotations so closing can be longer due to Family Night

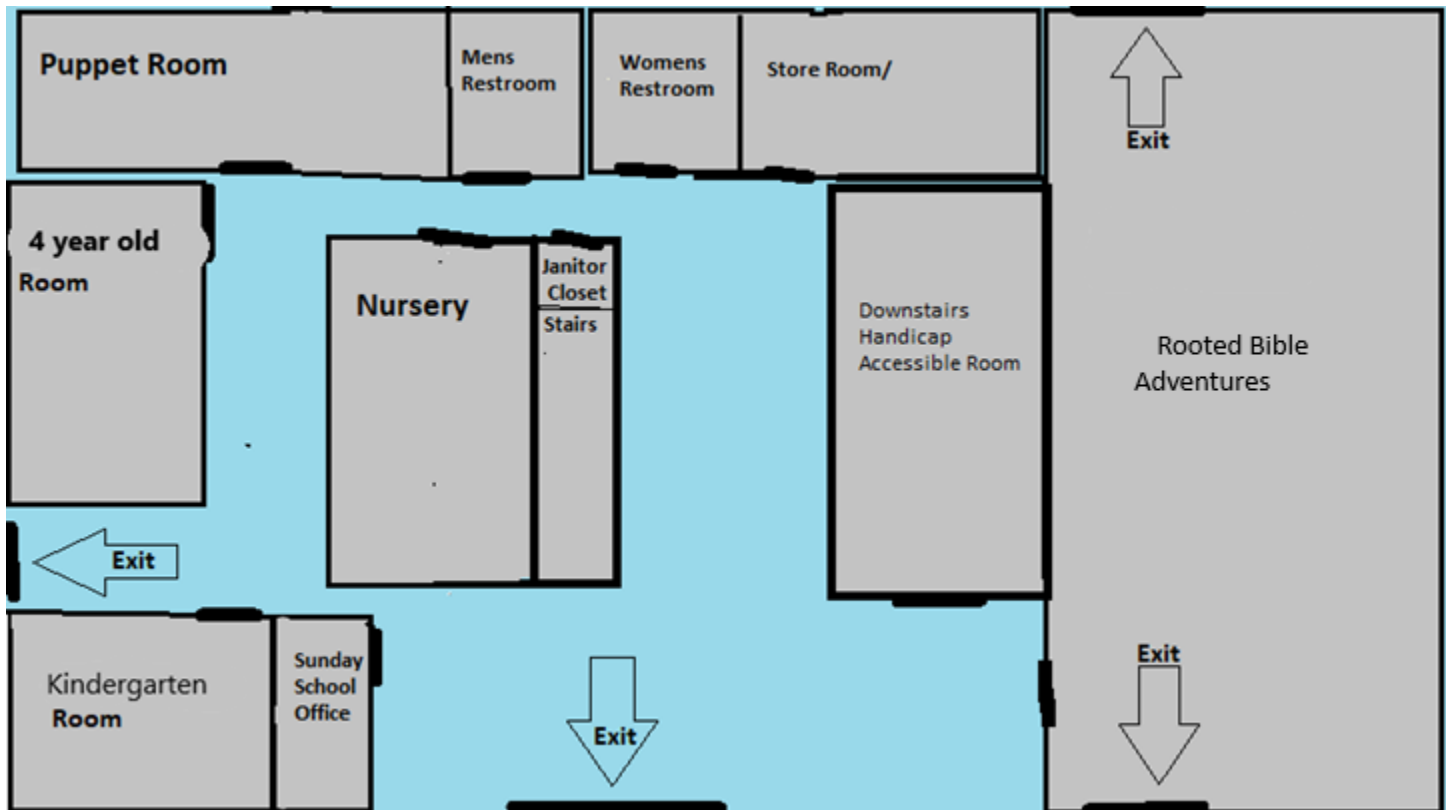
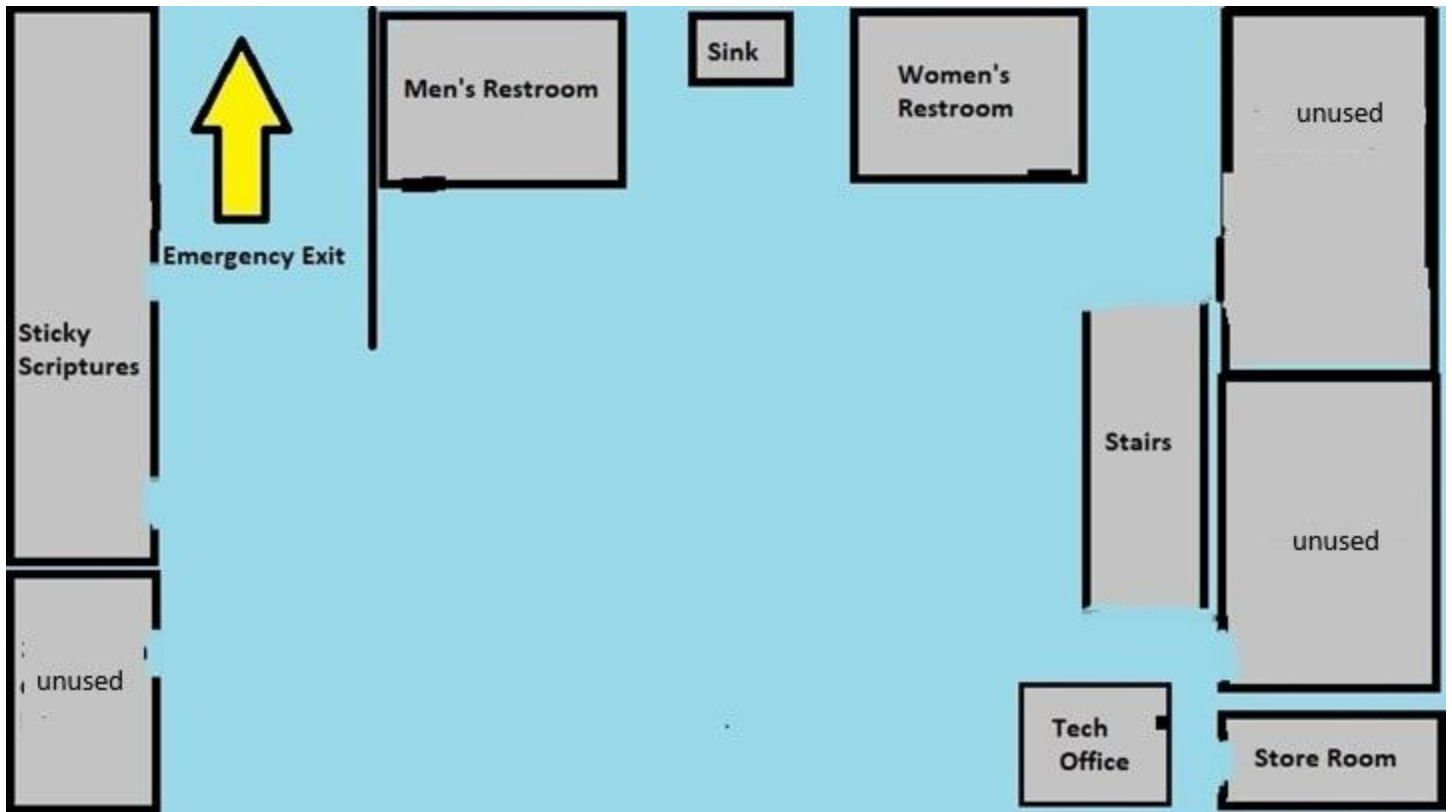
| | 4 years old | Kindergarten | 1 st Grade | 2 nd Grade | 3 rd Grade | 4 th Grade | 5 th Grade | 6 th Grade |
|-------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 5:30 – 5:45 | Opening | Opening | Opening | Opening | Opening | Opening | Opening | Opening |
| 5:50 – 6:05 | Sticky Scriptures | Sticky Scriptures | Wild Games | Wild Games | Treetop Treats | Rooted Bible Adventures | Rooted Bible Adventures | Imagination Station |
| 6:10 – 6:25 | Treetop Treats | Treetop Treats | Treetop Treats | Imagination Station | Rooted Bible Adventures | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Rooted Bible Adventures |
| 6:30 – 6:45 | Rooted Bible Adventures | Rooted Bible Adventures | Rooted Bible Adventures | Sticky Scriptures | Sing and Play Tune Lagoon | Imagination Station | Imagination Station | Wild Games |
| 6:50 – 7:05 | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Sing and Play Tune Lagoon | Rooted Bible Adventures | Wild Games | Wild Games | Sticky Scriptures | Treetop Treats |
| 7:10 – 7:25 | Imagination Station | Imagination Station | Sticky Scriptures | Treetop Treats | Sticky Scriptures | Treetop Treats | Wild Games | Sing and Play Tune Lagoon |
| 7:30 – 7:45 | Wild Games | Wild Games | Imagination Station | Sing and Play Tune Lagoon | Imagination Station | Sticky Scriptures | Treetop Treats | Sticky Scriptures |
| 7:50 – 8:30 | Closing | Closing | Closing | Closing | Closing | Closing | Closing | Closing |

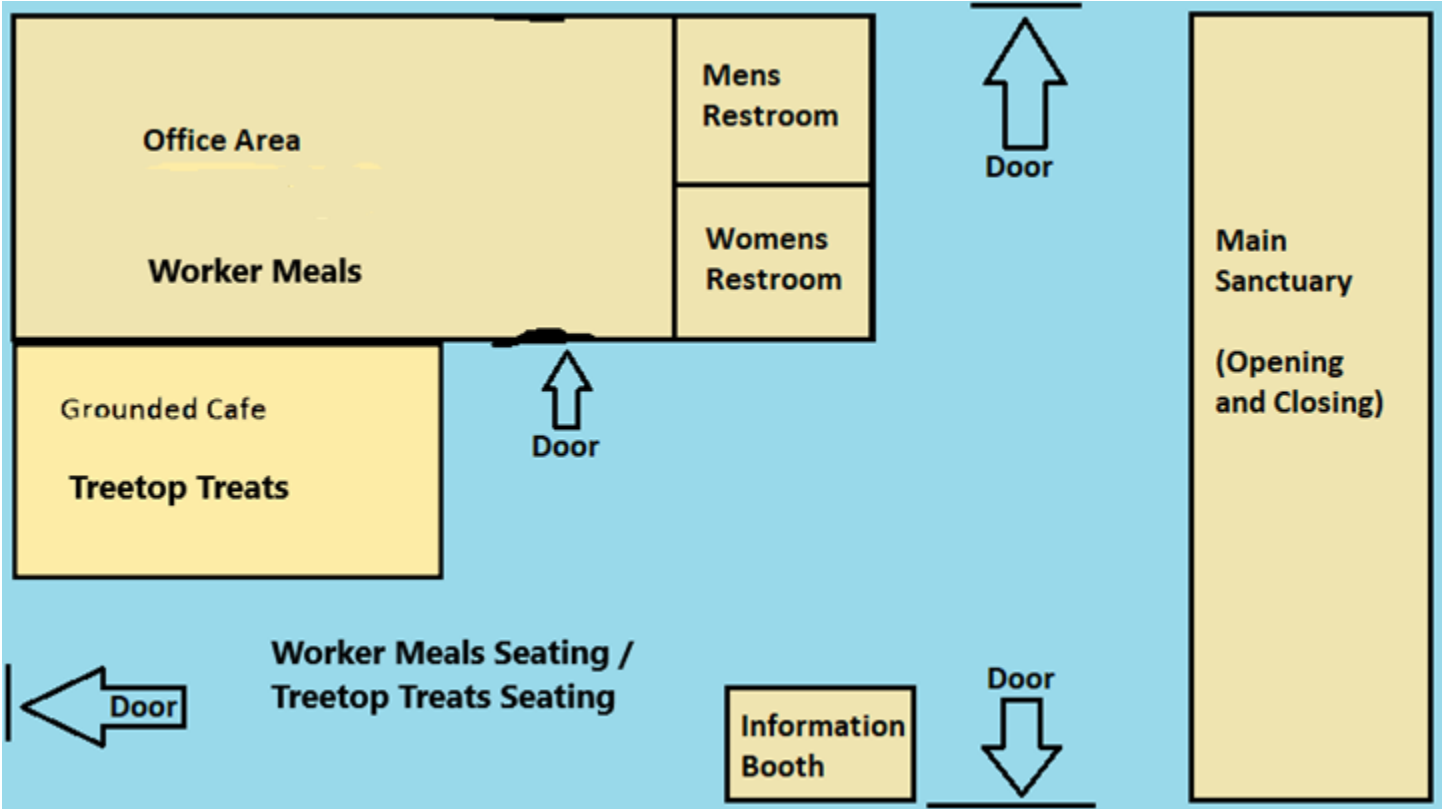
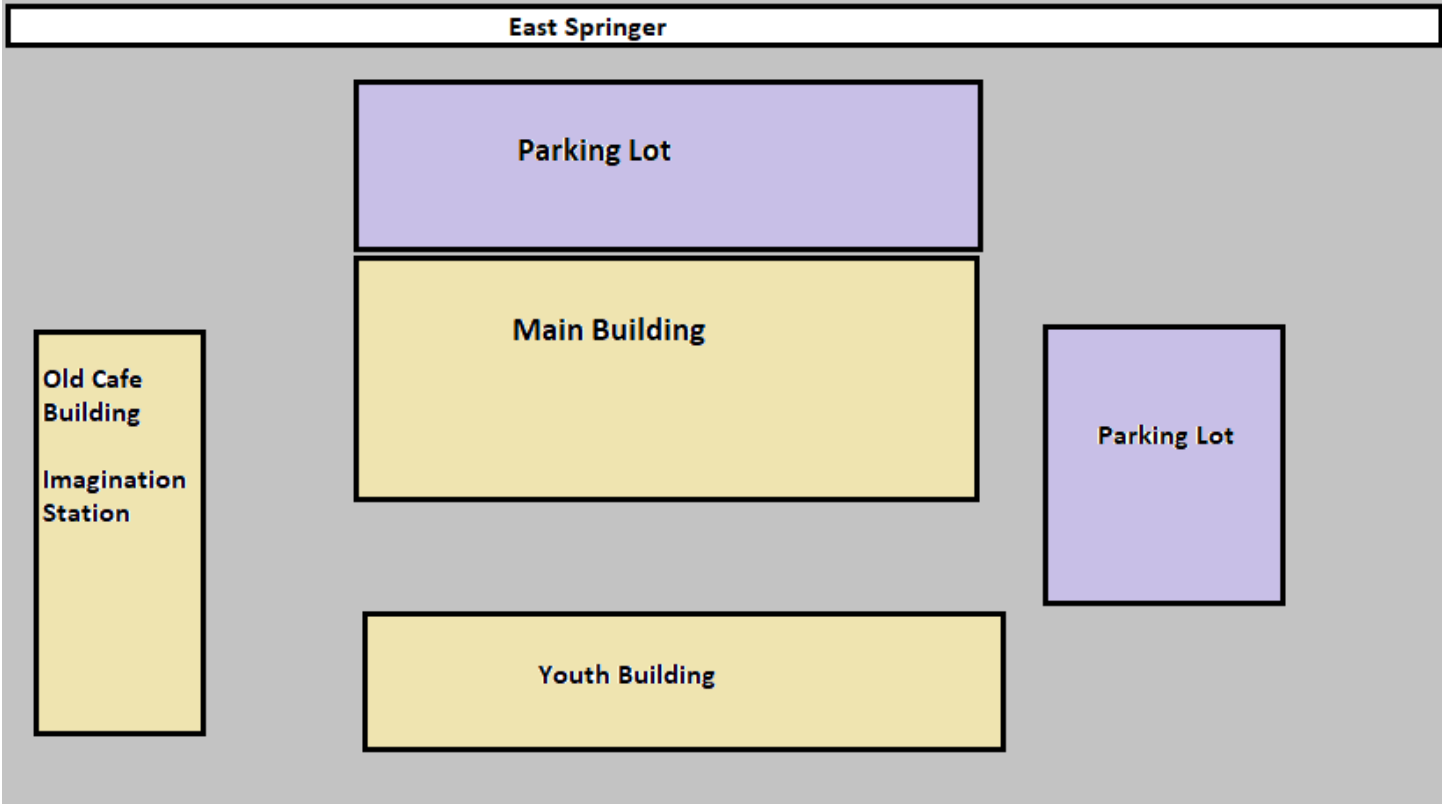
By Station

| Sing and Play Tune Lagoon | | Sticky Scriptures | | Imagination Station | | Rooted Bible Adventures | | Wild Games | | Treetop Treats | |
|---------------------------|-----------------------------------------|-------------------|-----------------------------------------|---------------------|------------------------------------------|-------------------------|------------------------------------------|-------------|------------------------------------------|----------------|-------------------------------------------|
| 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening | 5:30 – 5:45 | Opening |
| 5:50 – 6:05 | Break | 5:50 – 6:05 | 4yrs & K | 5:50 – 6:05 | 6 th Grade | 5:50 – 6:05 | 4 th & 5 th Grades | 5:50 – 6:05 | 1 st & 2 nd Grades | 5:50 – 6:05 | 3 rd Grade |
| 6:10 – 6:25 | 4 th & 5 th Grade | 6:10 – 6:25 | Break | 6:10 – 6:25 | 2 nd Grade | 6:10 – 6:25 | 3 rd & 6 th Grades | 6:10 – 6:25 | Break | 6:10 – 6:25 | 4yrs, Kinder, 1 st Grade Break |
| 6:30 – 6:45 | 3 rd Grade | 6:30 – 6:45 | 2 nd Grade | 6:30 – 6:45 | 4 th & 5 th Grades | 6:30 – 6:45 | 4 yrs Kinder, 1 st Grade | 6:30 – 6:45 | 6 th Grade | 6:30 – 6:45 | |
| 6:50 – 7:05 | 4yrs, K & 1 st Grade | 6:50 – 7:05 | 5 th Grade | 6:50 – 7:05 | Break | 6:50 – 7:05 | 2 nd Grade | 6:50 – 7:05 | 3 rd & 4 th Grade | 6:50 – 7:05 | 6 th Grade |
| 7:10 – 7:25 | 6 th Grade | 7:10 – 7:25 | 1 st & 3 rd Grade | 7:10 – 7:25 | 4yrs & Kinder | 7:10 – 7:25 | None | 7:10 – 7:25 | 5 th Grade | 7:10 – 7:25 | 2 nd & 4 th Grades |
| 7:30 – 7:45 | 2 nd Grade | 7:30 – 7:45 | 4 th & 6 th Grade | 7:30 – 7:45 | 1 st & 3 rd Grades | 7:30 – 7:45 | None | 7:30 – 7:45 | 4 yrs & Kinder | 7:30 – 7:45 | 5 th Grade |
| 7:50 – 8:30 | Closing | 7:50 – 8:30 | Closing | 7:50 – 8:30 | Closing | 7:50 – 8:30 | Closing | 7:50 – 8:30 | Closing | 7:50 – 8:30 | Closing |






Overall

| | | | | | | | | |
|-----------------------|-------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-------------|
| 4yrs old | 5:30 – 5:45 | 5:50 – 6:05 | 6:10 – 6:25 | 6:30 – 6:45 | 6:50 – 7:05 | 7:10 – 7:25 | 7:30 – 7:45 | 7:50 – 8:30 |
| Kindergarten | Opening | Sticky Scriptures | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Wild Games | Closing |
| 1 st Grade | Opening | Wild Games | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Sticky Scriptures | Imagination Station | Closing |
| 2 nd Grade | Opening | Wild Games | Imagination Station | Sticky Scriptures | Rooted Bible Adventures | Tree top Treats | Sing and Play Tune Lagoon | Closing |
| 3 rd Grade | Opening | Treetop Treats | Rooted Bible Adventures | Sing and Play Tune Lagoon | Wild Games | Sticky Scriptures | Imagination Station | Closing |
| 4 th Grade | Opening | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Wild Games | Treetop Treats | Sticky Scriptures | Closing |
| 5 th Grade | Opening | Rooted Bible Adventures | Sing and Play Tune Lagoon | Imagination Station | Sticky Scriptures | Wild Games | Treetop Treats | Closing |
| 6 th Grade | Opening | Imagination Station | Rooted Bible Adventures | Wild Games | Treetop Treats | Sing and Play Tune Lagoon | Sticky Scriptures | Closing |





Rainforest Falls VBS 2026

| Bible Point | Bible Verse | Bible Story | Bible Buddy |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>God is our creator. (Wow God!)</p> | <p>“Praise the Lord, everything he has created, everything in all his kingdom.”</p> <p>Psalm 103:22</p> | <p>God creates the world. Genesis 1</p> |  <p>Tango the Quetzal</p> |
| <p>God knows everything (Wow, God!)</p> | <p>“O Lord, you have examined my heart and know everything about me.”</p> <p>Psalm 139:1</p> | <p>David celebrates all God knows. Psalm 139</p> |  <p>Seymour the Glass Frog</p> |
| <p>God is our safe place (Wow, God!)</p> | <p>“Then I pray to you, O Lord. I say, “You are my place of refuge.”</p> <p>Psalm 142:5</p> | <p>David hides from Saul. 1 Samuel 23-24</p> |  <p>Dottie the Ocelot</p> |
| <p>God is love. (Wow, God!)</p> | <p>“Give thanks to the Lord, for he is good! His faithful love endures forever.”</p> <p>Psalm 136:1</p> | <p>Jesus dies and comes back to life to show God’s love. Luke 23:39 - 24:12</p> |  <p>Tia the Giant Anteater</p> |
| <p>God is forever. (Wow, God!)</p> | <p>“ But we can praise the Lord both now and forever! Praise the Lord!”</p> <p>Psalm 115:18</p> | <p>God gives John a vision of heaven. Revelation 7:17; 21-22</p> |  <p>Howie the Howler Monkey</p> |

Volunteer Requirements

- Must have a Ministry Application submitted and approved. If you have already volunteered in VBS before or Sunday School, you more than likely have already done this. Ministry Application is also available to print by following the QR code below.
- Must have been a member of Calvary Chapel Ridgecrest for 6 months or more.
- Attend as many VBS meetings as possible.
- You must purchase and wear VBS T-shirt on all nights of VBS
- On the Nights of VBS volunteers will need to be present by 4:30
- Register as a volunteer using the following QR code. (If needed a paper registration form can be provided.) This is also available to print by following the QR code below



Jobs and Job Descriptions

Art Director

Job Description: You will be planning and organizing and getting all decorations ready for VBS. You will also be in charge of decorating the church for vbs. You will get to help children engage in VBS and get immersed in a new world.

A.V. Tech

Job Description: This leader is crucial to the production of VBS. This technician can run a variety of audio and visual technologies and is flexible to meet changing criteria.

Bible Story Leader

Job Description: You will be responsible for teaching the Bible Story for the 1st grade through 6th Grade classes. You will be bringing the bible to life for this wide variety of ages.

Bible Story Aide

Job Description: You will help in the Bible Story room and help the Leader to get the kids to their seats and also help make sure the classes stay engaged with the story.

Crew Leader

Job Description: You are responsible for moving the kids from station to station and helping them engage with the station they are at. Bible leaders needed for 4 yrs, Kinder, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade and 6th Grade. If you are leading the 4 year old or the Kindergarten classes you will also be responsible for your bible story and decorating your classroom.

Crew Assistant

Job Description: The Crew Assistant will help the Crew Leader with the lesson as needed as well as helping to move the kids from station to station, helping with bathroom breaks, and helping to engage the kids with the current activity. These assistants are needed for all classes listed above and in some cases 2 per class.

Snack (Treetop Treats) Leader

Job Description: This organized individual is in charge of preparing materials and guiding others through the process of preparing and serving a snack. You will also need to pick the snack to be served each day keeping in mind that it should tie into the lesson for that day.

Snack (Treetop Treats) Assistant

Job Description: The assistant snack leader aids the snack leader in organizing materials and any prep work required for preparing and delivering the snacks.

Imagination Station Leader

Job Description: The Imagination Station leader encourages creativity and brings the Bible point to life through interactive and impactful illustrations for groups of elementary age kids. Organization, imagination, and creativity are a must for this fun loving leader.

Imagination Station Assistant

Job Description: The assistant Imagination Station leader aids the Imagination Station leader in preparing materials and helps elementary age kids in imaginatively assembling their own creations.

Sticky Scriptures Leader

Job Description: This master of discussion shares Bible-point-reinforcing video resources with groups of elementary age kids before leading them in discussion on how they can apply the point to their own lives.

Sticky Scriptures Assistant

Job Description: The assistant Sticky Scripture leader aids the Sticky Scripture leader in preparing and distributing materials and leading meaningful discussions.

Registration Leader

Job Description: Lead Registration for Child Sign up. Make sure medical needs and allergies are known for all the children registered. Make sure all items required for sign in are ordered and ready for night one and help to register new children on the first night of VBS and throughout the week.

Registration Assistant

Job Description: Help during Registration on all nights to check in registered children and check in new children.

Music Leader

Job Description: Help the children learn about Jesus through song and worship. Lead the children in learning the motions of the songs and prepare them to perform onstage on the last night. As the lead you will help to make sure the other people helping in music know what the songs are and to perform the motions for each song.

Music Assistant

Job Description: Help lead children to Jesus through song and worship. Help children learn the songs and perform the motions to them.

Nursery Leader

Job Description: Be in charge of making sure you have activities for the little ones to do and alerting Heather Graham if you need more help. You will be helping to watch the young children ages 0-4 of the VBS volunteers. This is a very important ministry as it allows the VBS volunteers to be able to help without having to worry about their little ones.

Nursery Assistant

Job Description: You will have the very important job of taking care of the little ones of the VBS volunteers so they can focus on taking care of their area of VBS and be at peace with knowing that their little ones are being cared for.

Security Leader

Job Description: Head up Security. Make sure your team understands what their job is and what they are to do in an emergency situation. They should also know what to look for to make VBS a safe and secure place for children to get to know God.

Security Assistant

Job Description: Be the eyes and ears of VBS. Make sure that the area is safe and secure also make sure that everyone is staying hydrated and knows where the incident report forms are.

Rec (Wild Games) Leader

Job Description: The energetic and organized individual is in charge of leading groups of elementary age kids in fun physical activities and discussions. You will be in charge of picking out the games for this station. You don't need to be an Olympian, you just need to be organized energetic, and fun loving.

Rec (Wild Games) Assistant

Job Description: The assistant aids the games leader in preparing and leading fun and noncompetitive activities. You can expect lots of hard work, fun, and high-fives.

Worker Meals Leader

Job Description: This leader will decide on a meal to be served to the VBS volunteers and their immediate family members on the nights of VBS. You will also need to submit a list of ingredients that are needed for donation or purchase. This job helps keep everyone fueled up and ready to serve God.

Worker Meals Assistant

Job Description: This person will help to prepare and serve the food to the VBS volunteers and their immediate family on the nights of VBS.

First Aid Lead

Job Description: This person will oversee taking any children that are needing minor first aid, such as a Band-Aid for a scratch. You will take the child from the teacher, get a description of what happened, apply first aid as needed and fill out the incident report as much as possible with the knowledge you have. Then return the child to the teacher and give them the partially completed incident report form so they can finish filling it out. If a child needs to have a parent called to take them home you will call for the parent and wait with the child for the parent to arrive. The decision to send a child home will be made by the vbs director, the teacher and yourself to decide if that is needed.

Child Check In and Check Out Policies and Procedures

Check In: Children will be allowed to check in starting at 5:15. Children will be registered online and will have a list of people who can pick them up at check out. Any child not yet registered will be given the opportunity to register their child/children in the lobby. Children will go to the registration table and receive a name tag that lists their name and the class they are in. Children will then be taken into the Main Sanctuary by a VBS Volunteer except for any children that needs the added support of a parent to be comfortable enough to be left. The parents of these children will be allowed to escort their child/ren to their class.

Check Out: All Bible Leaders will receive an updated list every night that has the names of each child in their class and who they are allowed to be checked out by. A photo ID will be required for all parents or guardians to check out a child. The Bible lead will need to check the ID and make sure that the person is on the list to check out the child. Make sure no child leaves without being checked out by the Bible Leader. Check out will be in the main sanctuary with the exception of the last night. On the last night checkout will be in the classrooms.

Two Adult Rule & Bathroom Procedures

Two Adult Rule: For the children's safety and to ensure that no accusations are made of the adults, we have a two adult rule. The two adult rule is simply that 2 adults should be present whenever children are. So no matter where you are there should be 2 adults in the class at all times. This ensures that the children are never alone with a single adult to protect them against abuse. Background checks are of course run on every volunteer, but you can never be too careful. Having 2 adults also makes sure that no accusations can be made because there is always a witness to anything that has happened with the children present.

Bathroom Procedures: Bathrooms are the main place that abuse can happen. Abuse can happen from not only adults but other children. Volunteers should not be alone in the bathrooms with children unless absolutely necessary and in such case the main door should be cracked open. When a child needs to use the bathroom the bathroom should be checked to ensure there are no other children in the bathroom before the child enters. If there needs to be more than one child in the bathroom at a time the children that are together should be the same gender and the same age group. The volunteer should be standing outside the door ready to take the child back to their group as soon as they are ready. If the child or children in the bathroom seem to be taking a long time then you may call into them and check in on the child or children to ensure everything is okay and no goofing around is happening.

Calvary Chapel Ridgecrest VBS Classroom Management – Quick Guide for Volunteers

Our Goal: Create a safe, fun, and Christ-centered environment where every child feels loved, respected, and eager to learn about Jesus.

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Set the Tone Immediately</p> <ul style="list-style-type: none"> • Greet every child by name with a smile. • Introduce yourself and your helper. • Clearly explain 3 simple rules: <ol style="list-style-type: none"> 1. Be kind 2. Be safe 3. Listen the first time | <p>2. Keep Kids Engaged</p> <ul style="list-style-type: none"> • Give clear, short instructions. • Use call-and-response cues (“Teacher says...”, “Eyes on me!”). • Alternate between sitting activities and movement. • Keep lessons moving—long waiting times cause behavior issues. | <p>3. Positive Discipline First</p> <ul style="list-style-type: none"> • Praise what you want repeated. • Redirect gently with calm words. • Use proximity. • Avoid calling out a child publicly. | <p>4. Handling Behavior Issues</p> <ol style="list-style-type: none"> 1) Gentle Reminder 2) Redirection 3) Private Conversation 4) Ask for Support <p>Never argue, threaten, or shame a child.</p> |
| <p>5. Safety Always Comes First</p> <ul style="list-style-type: none"> • Never leave children unattended. • Bathroom breaks follow check-out procedures. • Report all injuries, conflicts, or concerns immediately. • Follow all check-in/check-out and security policies. | <p>6. When a Child Is Upset</p> <ul style="list-style-type: none"> • Get to their eye level. • Speak calmly and listen. • Offer reassurance and prayer if appropriate. • Call the director or security for persistent distress. | <p>7. Remember the Big Picture</p> <ul style="list-style-type: none"> • Grace matters. • You may be the only example of Jesus some children see this week. • Kindness, patience, and consistency make an eternal impact. | <p>Rainforest Falls VBS Rules</p> <ol style="list-style-type: none"> 1. Be Kind Like Jesus Use nice words, gentle hands, and help others. 2. Stay With Your Group Follow your leader everywhere you go—no rainforest wandering! 3. Listen the First Time When leaders speak, freeze like a jungle statue and listen! 4. Walking Feet Only No running—except at Games time! 5. Keep Hands, Feet & Objects to Yourself We keep our rainforest safe for everyone. 6. Have Fun & Try Your Best! Sing loud, play fair, and enjoy learning about Jesus! |

“Let all that you do be done in love.” – 1 Corinthians 16:14

We recognize that many of you are already experienced in classroom management. This page is simply provided as a quick reminder and reference so we can all stay consistent and confident throughout VBS.

WHAT TO DO IF...

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If a Child Is Upset, Crying, or Refuses to Participate</p> <ul style="list-style-type: none"> - Stay calm and speak gently. - Offer reassurance and give the child a short break within the classroom. - Do not force participation. - If the child remains upset, notify your Teacher / Crew Leader or VBS Director. | <p>If a Child Is Disruptive or Not Following Instructions</p> <ul style="list-style-type: none"> - Redirect behavior with clear, kind expectations. - Separate the child within sight of others if needed. - Do not discipline alone or raise your voice. - If behavior continues, contact the VBS Director. | <p>If a Child Is Sick or Injured</p> <ul style="list-style-type: none"> - Notify the VBS First Aide Lead or VBS Director - Do not administer medication unless authorized. - Stay with the child until help arrives. - Inform the VBS Director, if not done already, so parents can be contacted if needed. |
| <p>If a Child Needs the Bathroom</p> <ul style="list-style-type: none"> - Follow the Two-Adult Rule at all times. (see page 16) - Never enter a bathroom alone with a child. - If assistance is needed, notify the VBS Director or First Aide Lead | <p>If a Child Has an Allergy or Medical Concern</p> <ul style="list-style-type: none"> - Follow the child's registration notes in your folder - Medical concerns such as asthma or autism will be indicated with a yellow tag on lanyard. Allergies will be indicated by a red tag on the lanyard. * Note the actual condition will not be listed on the tag. The condition or allergy will be listed on your registration list in your folder. - Do not offer food or drinks outside of approved snacks. - Notify the VBS First Aide Lead and VBS Director immediately if symptoms appear. | <p>If a Child Discloses Something Serious</p> <ul style="list-style-type: none"> - Listen calmly and do not promise confidentiality. - Do not ask leading questions. - Immediately report the information to Pastor Terry Only! |
| <p>If a Child Is Missing or You Can't Account for Them</p> <ul style="list-style-type: none"> - Do not panic or search alone. - Notify the VBS Director immediately. - Stay with your group and follow leadership instructions. | | <p>If a Parent or Guardian Is Upset or Has a Concern</p> <ul style="list-style-type: none"> - Remain calm and respectful. - Do not argue or make promises. - Refer the parent to the VBS Director. - Notify leadership right away. |
| <p>If You Are Unsure What to Do</p> <ul style="list-style-type: none"> - Ask for help. - Contact your Classroom Lead, Hall Monitor, or the VBS Director. - You are never expected to handle situations alone. | <p style="text-align: center;">Remember</p> <p style="text-align: center;">You are not expected to be perfect.</p> <p style="text-align: center;">You are expected to be present, loving, and safe.</p> <p style="text-align: center;">When in doubt — pause and call leadership.</p> | |

Any questions feel free to call or text Heather Graham at 760-793-2490

Supervision During Transitions: This section is mainly for the Bible Leads and Assistants. When going from one station to another the main thing you should know is how many kids are in your class. When you line up to go to the next station count your kids. When you get to the next station count your kids again and make sure that you have the same number of kids when you get there. When you are moving from station to station you should have one person at the front of your group and one person at the back. This will help to ensure that no child is left behind. So simply know your count and have eyes on your entire line.

Photo Policies and Procedures: We are wanting to have photos taken for a VBS slideshow this year as well as individual photos of the kids that will go home with the kids on the last night. The parents will be signing a photo release at VBS when they sign their kid in for the first time. If the parents decide they do not want their child/ children to have their photo taken the child/children will wear a special wristband that will let the photographer know that they are not to have their photos taken. On the first few nights the kids will also be having their individual photos taken. This will happen during Sticky Scriptures on the first couple of nights. The photographer will take the kids one at a time downstairs to a photo spot that will be set up. They will then be returned to their classroom. This will repeat over the next couple of days with any children that are new to VBS. No other photos should be taken of any of the children! We cannot have any unauthorized photos taken of the children other than the ones covered by the photo release.

Child and Volunteer Registration: Volunteer Registration opens on February 8th 2026 and closes on June 28th 2026. Child registration opens on May 21st 2026 and closes on July 10th 2026. The Child registration is remaining open a couple of days into VBS to allow parents to register their child while standing in line waiting to sign them in on the first couple of days if they have not yet done so. Registration can be done with the QR code seen here or a paper registration can be used if requested.



Missions: This years mission is Compassion International. Compassion International helps children living in poverty by helping them get everything they need from fresh drinking water to medical support. Having a mission for the kids to support helps them to feel like they are really making a difference. There will be a competition Boys vs Girls to see who can raise more for this mission. Totals being announced every night.

Decision Night: Decision night is an important night for the kids in VBS. On decision night the kids in grades 2 - 5 are invited to accept Jesus into their hearts. This happens on Thursday night . We will have prayer counselors available for any child who wants to dedicate their heart to God. Children will be offered to go with prayer counselors during Music.

Family Night: Friday night is family night. On family night they families are invited to come see their kids perform a couple of songs on stage after that they will learn more about what their children have been doing at VBS and see a slideshow of them. Families will be encouraged to stick around see all the decorations in the church and fellowship and get to learn more about our church. Instead of the dunk tank this year we will be doing a variation on pick pocket pastor. We will have the pastors and board members make sure they are onstage on Fridays closing so people know who they are and they will have a bag of toys or treats to give to children that come find them after the program to give out. On Friday night the rotations will be 15 minutes instead of 20 minutes. The families will come at the end of the night and the rotations are shortened to accommodate the closing being 45 minutes instead of 10.

Fire, Evacuation and Illness Policies

See Following Maps for Emergency Exits

In case of fire or other evacuation:

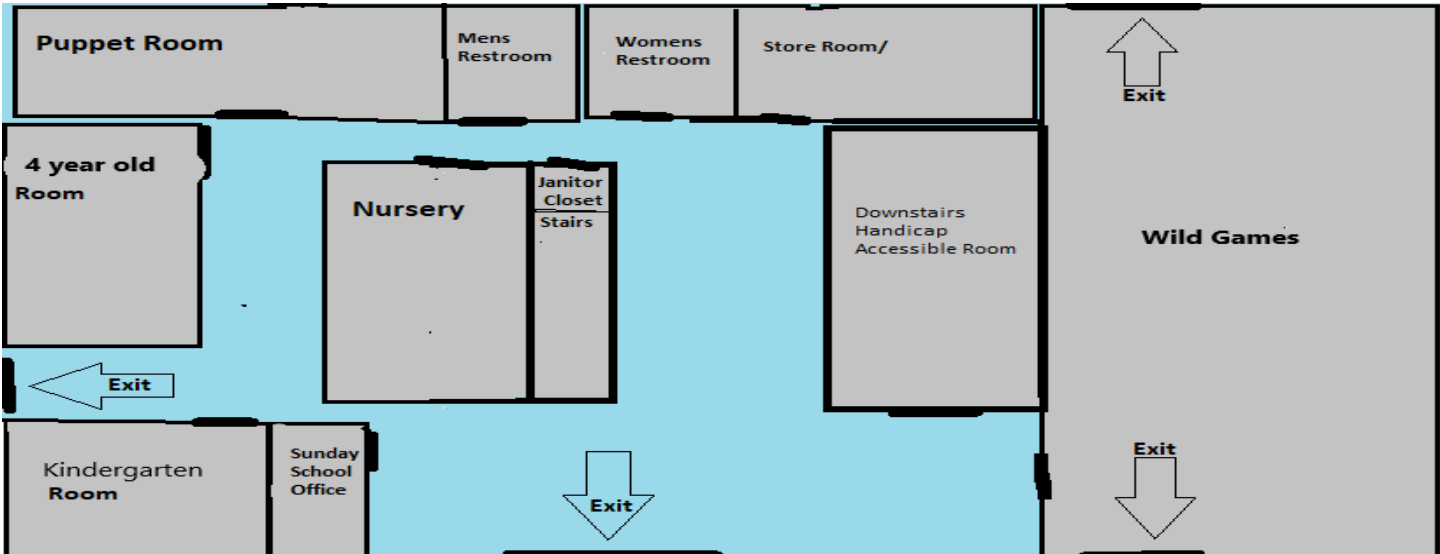
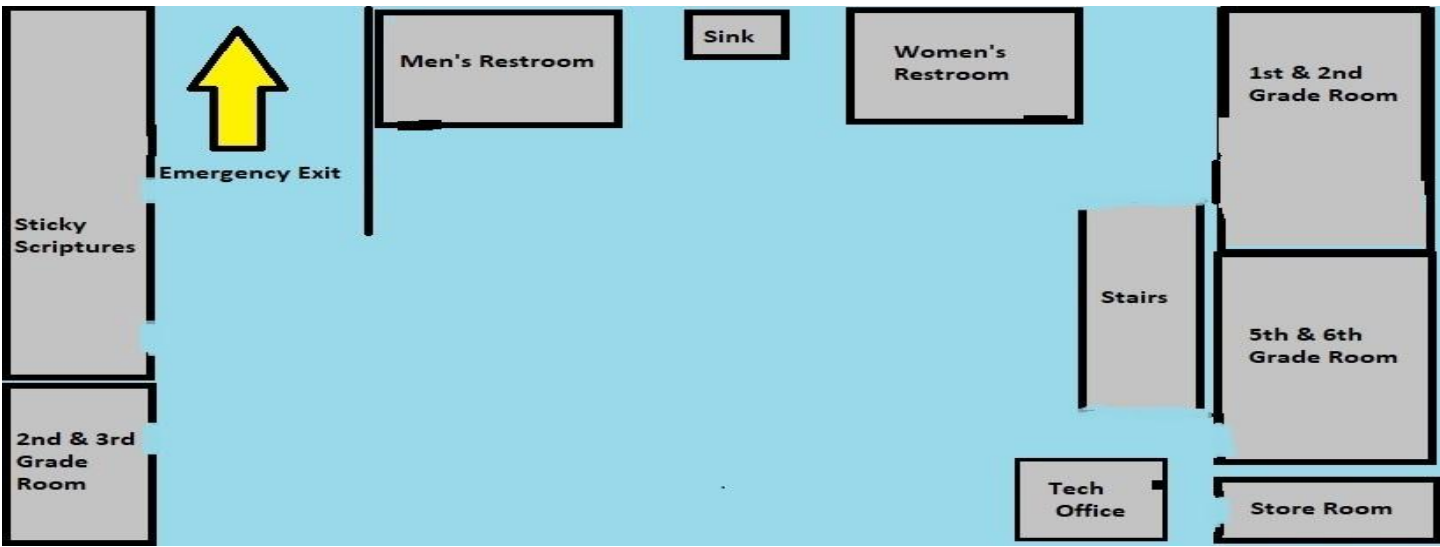
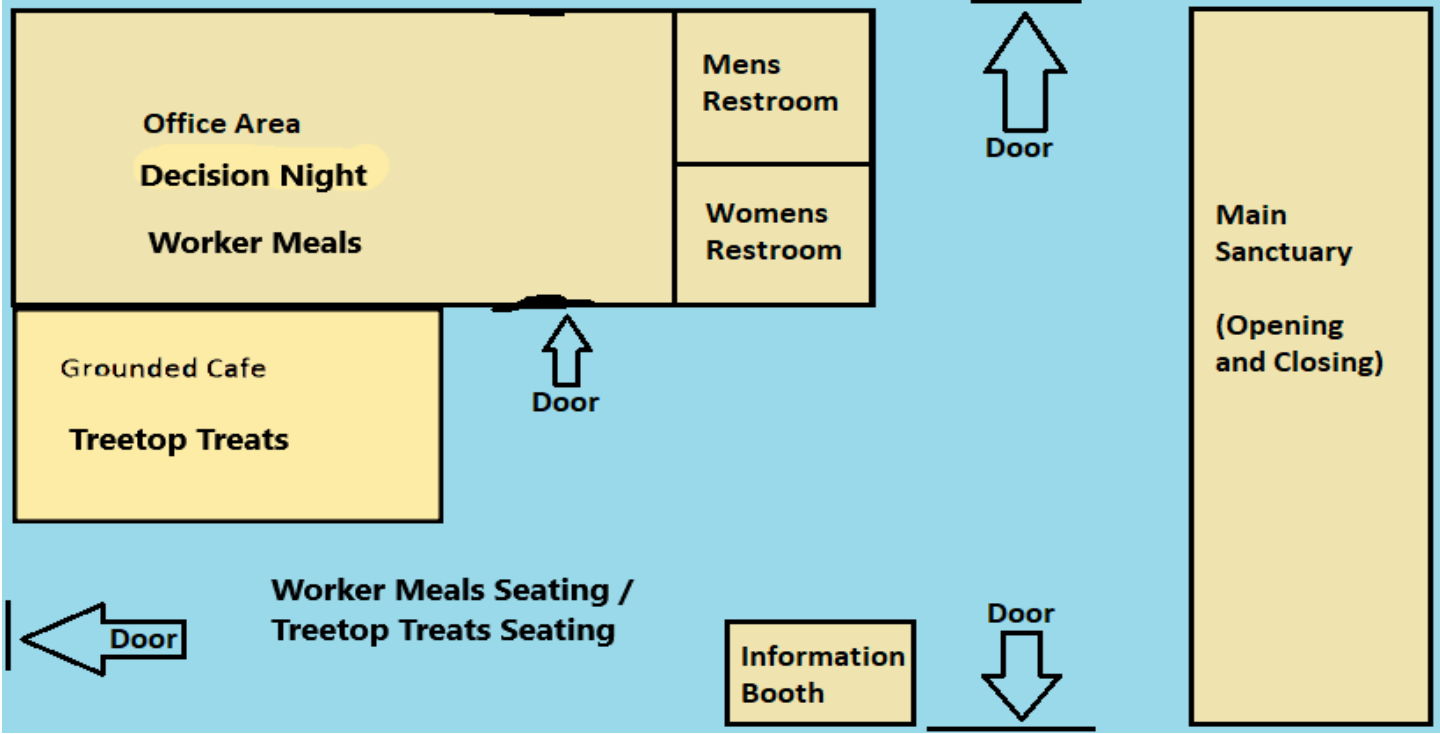
1. Remain calm but be firm and direct. Take you class list with you. Know the number of children in your class.
2. With one adult in front of the class and one at the rear, calmly and quickly exit the building by the safest route available. If you leave by the main exit, gather at the fence by the Storage units at the north end of the parking lot. If you are upstairs and leave by the back stairs or downstairs and leave by the emergency exit by the water fountain, gather next to the parking lot entrance, directly south of the old café.
3. Do a head count and make sure no children or adults are missing.

In case of a life-threatening injury or illness:

1. Send your aid for help or get help yourself from a member of the security team.
2. Call 911 from your cell phone. The address is 210 east springer ave cross street is College heights blvd.
3. If you are in the youth building there are orange labels in each classroom that tells your room number and what building you are in as well as the address of the church.
4. Stay with the sick or injured person and let the security team know what the situation is and they will assist as needed.

In case of a non life-threatening injury or illness:

1. Call the security team for help
2. The security team will radio for a first aid kit or take you to where the closest one is located. They will also provide you with an incident report form.
3. Fill out the incident report form and apply bandage or whatever other minor first aid is needed.
4. If the child is throwing up, running a fever, acting lethargic, or showing other signs of moderate to severe illness the parent will be called and asked to come get the child.



Understanding Severe Weather Hazards

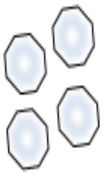
Tornado



Tornadoes are violently rotating columns of air that can destroy buildings and cause significant injury or death

ACTION: Take shelter immediately in a sturdy structure

Large Hail



Hail can damage vehicles, crops, buildings, and cause injuries

ACTION: Move indoors away from windows

Strong Wind



Strong wind can knock over trees and damage buildings

ACTION: Move indoors away from windows

Heavy Rain



Heavy rain can cause flash flooding

ACTION: Avoid rising creeks and water-covered roads

Lightning



Lightning strikes can cause significant injury or death

ACTION: Move indoors if you hear thunder



Weather-Ready Nation

National Oceanic and Atmospheric Administration

National Weather Service

[weather.gov/tornado](https://www.weather.gov/tornado)

BE PREPARED FOR AN EARTHQUAKE



Earthquakes can collapse buildings and cause heavy items to fall, resulting in injuries and property damage.



FEMA

FEMA V-1003/May 2018

Earthquakes are the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock.



Can happen anywhere. Higher risk areas are California, Alaska, and the Mississippi Valley



Give no warning



Cause fires and damage roads



Cause tsunamis, landslides, and avalanches

IF AN EARTHQUAKE HAPPENS, PROTECT YOURSELF RIGHT AWAY



DROP



COVER



HOLD ON



If in a vehicle, pull over and stop.



If in bed, stay there.



If outdoors, stay outdoors.



Do not get in a doorway.



Do not run outside.

HOW TO STAY SAFE WHEN AN EARTHQUAKE THREATENS



Secure items such as televisions and objects that hang on walls. Store heavy and breakable objects on low shelves.

Practice Drop, Cover, and Hold On with family and coworkers. Drop to your hands and knees. Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials. Hold on to any sturdy furniture until the shaking stops.

Create a family emergency communication plan that has an out-of-state contact. Plan where to meet if you get separated.

Make a supply kit that includes enough food and water for several days, a flashlight, a fire extinguisher, and a whistle. Consider each person's specific needs, including medication. Do not forget the needs of pets. Have extra batteries and charging devices for phones and other critical equipment.

Consider earthquake insurance policies. Standard homeowner's insurance does not cover earthquake damage.

Consider a retrofit of your building if it has structural issues that make it vulnerable to collapse during an earthquake.



Drop, Cover, and Hold On like you practiced. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover without going through an area with more debris.

If in bed, stay there and cover your head and neck with a pillow.

If inside, stay there until the shaking stops. DO NOT run outside.

If in a vehicle, stop in a clear area that is away from buildings, trees, overpasses, underpasses, or utility wires.

If you are in a high-rise building, expect fire alarms and sprinklers to go off. Do not use elevators.

If near slopes, cliffs, or mountains, be alert for falling rocks and landslides.



Expect aftershocks to follow the largest shock of an earthquake sequence.

Check yourself for injury.

If in a damaged building, go outside and quickly move away from the building.

Do not enter damaged buildings.

If you are trapped, send a text or bang on a pipe or wall. Cover your mouth for protection and instead of shouting, use a whistle.

If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops.

Save phone calls for emergencies.

Wear sturdy shoes and work gloves.



Take an Active Role in Your Safety

Go to [Ready.gov/](https://www.ready.gov/) earthquakes. Download the **FEMA app** to get more information about preparing for an earthquake.

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Incident Report Form: This is an incident report form. This will need to be filled out and submitted if any injury occurs during VBS.



210 East Springer / Ridgecrest, California 93555 / (760) 375-3133
Mailing Address: P.O. Box 2138 / Ridgecrest, California 93556
<http://www.calvarychapelridgecrest.com> info@ccridgecrest.com

Incident Report – Record Form – Calvary Chapel Ridgecrest - VBS

This form is to be completed by an adult witness whenever an incident requiring secondary medical attention occurs (eg. injury leading to child going to a medical center). The completed form should be given to the parents/guardians of the child or young person, and a copy needs to be filed away for future reference (securely).

GENERAL INFORMATION

Adult supervisors: _____ Name of injured person: _____
Birth date: _____ Age (If under 21): _____
Names of parents/guardians: _____
Address: _____
Phone/s: _____
Date of incident: _____ Time of incident: _____

DESCRIPTION OF INCIDENT

1. Describe the incident – what is presenting issue, without making diagnosis if not qualified to do so (use the back of page if necessary):
 - i. Where in the facility/site did it happen?
 - ii. What area of the person's body was injured?
 - iii. What was the person doing when the incident happened?
 - iv. How did the incident happen?

2. Names of leaders supervising at the time of the incident:

3. How did the person respond after the incident?

4. Was first aid given or some other action taken? Yes / No

If yes, by whom & what was given? _____

5. Follow up actions:

6. Parental signature:

"For the equipping of the saints for the work of ministry, for the edifying of the Body of Christ"
Ephesians 4:12

VBS Volunteer Daily Devotional

Day 1 – Called to Serve

Scripture: Colossians 3:23

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.

Devotional: Today marks the beginning of something special. God has called you to serve not because you have all the answers, but because you are willing. Your smile, patience, and presence are tools God will use to show His love to children. Even small acts of faithfulness matter deeply in His kingdom.

Prayer: Lord, thank You for calling me to serve. Help me to work with joy, patience, and love today. Use my words and actions to reflect You. Amen.

Day 2 – Trusting God with the Outcome

Scripture: Proverbs 16:3

Commit to the Lord whatever you do, and He will establish your plans.

Devotional: You may wonder if you're doing enough or saying the right things. Remember, the results do not rest on you. God is the one working in hearts. Your role is to remain faithful and trust Him with the outcome.

Prayer: God, I give this day to You. Help me release control and trust You to do what only You can do. Amen.

Day 3 – Loving Every Child

Scripture: Mark 10:14

Let the little children come to Me, and do not hinder them.

Devotional: Some children are easy to love, others are more challenging. Today, ask God to help you see each child through His eyes. Every child is known, valued, and loved by Him—especially the ones who need extra patience.

Prayer: Jesus, help me love each child the way You do. Give me compassion, patience, and a gentle heart. Amen.

Day 4 – God Works Through Imperfect People

Scripture: 2 Corinthians 12:9

My grace is sufficient for you, for My power is made perfect in weakness.

Devotional: You may feel tired, stretched, or unsure. That's okay. God often does His best work through our weakness. When you feel inadequate, remember that His grace fills the gaps you cannot.

Prayer: Lord, I feel tired and limited, but I trust Your strength. Work through me today despite my weakness. Amen.

Day 5 – Faithfulness That Lasts

Scripture: Galatians 6:9

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.

Devotional: As the week comes to a close, remember that seeds planted today may grow long after VBS ends. God is faithful to bring growth in His perfect timing. Thank Him for allowing you to be part of His work.

Prayer: God, thank You for this week. Help me finish strong and trust You with every seed planted. Amen.



Thank you

Dear VBS Volunteer,

*Thank you for saying *yes* to serving at Vacation Bible School. Before the week even begins, we want you to know how deeply grateful we are for your willingness to give your time, energy, and heart to our children.*

VBS is more than decorations, schedules, and activities—it is an opportunity for children to experience the love of Jesus through the people who serve them. Your presence matters. Your patience matters. Your faithfulness matters. God will use your obedience in ways you may never fully see.

There will be moments of joy, moments of exhaustion, and moments that feel small or unseen. Please remember that nothing done for the Lord is ever wasted. Every smile, every prayer, every act of kindness is planting seeds that God will grow in His perfect time.

Our prayer for you this week is that you would feel supported, encouraged, and reminded that you are not serving alone. We are so thankful to be serving alongside you, and we trust God to do far more than we could ever imagine through this week.

Thank you for your heart, your faith, and your willingness to serve. We are praying for you as we prepare for all that God has planned.

With gratitude and prayer,

Pastor Terry, Pastor Jim, Pastor Zach and Heather Graham

VBS Volunteer on the Last Day of VBS

AdamHd.com

That 1,000-yard
dead inside, thousand
mile caffeine stare

Sensory overload
"nam flachbocks

Stains, glitter &
glue fused with sweat

Definitely ready
to duct tape
a child

A desire for rest
so complete she longs
for the sweet release
of unconsciousness

Critically low
parental patience

Stains, glitter & glue
fused with sweat



Keyword: **SOAKING
WET**



THANK YOU FOR SERVING

Your dedication as a VBS volunteer has made a lasting impact on the hearts of children and families. Your kindness, love, and servant's heart have truly made a difference.

„Your labor in the Lord
is not in vain.

1 Corinthians 15:58

