



2018 VBS Volunteers,

Thank you for volunteering to serve Immanuel Church's VBS program this year. Your willingness to help guide the attending children toward Christ is much appreciated. YOU are a critical player on our team!!

Our goal during the week is to instruct and guide children while keeping them safe, having a good time and demonstrating God's love. This mission will take everyone's efforts; registration crew, Bible Story Leaders, snack preparers and servers, crew leaders and helpers, game and craft coordinators, and many more!

Please carefully read through the guidelines on the following page. Thank you in advance for taking the time to review this important material. And thank you for serving our church and community through our VBS ministry. We appreciate you and the time you have dedicated to this awesome week!

In Christ,
Allison Wetzel
Interim Director of kidsMinistries

Crew Leaders, Crew Assistants, Game Leaders, Craft Leaders, Snack Leaders, First Aid, and all volunteers should plan on the following:

Monday for everyone

- Please arrive at 5:45pm
- Check in at the Welcome Center and get a name tag
- We will meet in the lobby for opening devotion
- Head to your designated areas

Tuesday-Friday for everyone

- Please arrive at 6:00pm
- Check in at the Welcome Center and get a name tag
- We will meet in the lobby for opening devotion
- Head to your designated areas

On all nights for Crew Leaders and Assistants

- Greet your crew members with a friendly smile!
- Be sure all crew members enter your section with a name tag
- Direct your crew throughout the evening from station to station
- Encourage the kids in your crew to participate in singing, doing the motions, sharing, praying, crafting, playing, etc., but also quiet them at the appropriate times that require them to listen and pay attention
- Assist in crafts, snack, and activities; most activities and crafts need your extra eyes, hands and direction.
- Stay with your crew for the entire evening. All volunteers assigned to your crew need to be accountable throughout the night.
- Our main focus is the kids!
 - Please refrain from cell phone use during VBS!
 - Although you may be serving with your friends, please remember that you are not volunteering to socialize!

On all nights for Game Leaders

- Plan to be set up and in place for game time
- Greet all crews with smiles, high-fives, have fun!
- All games have been pre-determined and all supplies and equipment is provided.
- Please alter the original games if necessary to work with each grade level
- Our main focus is the kids!
 - Please refrain from cell phone use during VBS!
 - Although you may be serving with your friends, please remember that you are not volunteering to socialize!

On all nights for Craft Leaders

- Plan to be set up and in place for craft time
- Greet all crews with smiles, high-fives, have fun!
- All crafts have been pre-determined and all supplies are provided.
- Our main focus is the kids!
 - Please refrain from cell phone use during VBS!
 - Although you may be serving with your friends, please remember that you are not volunteering to socialize!

Celebration Sunday

- Crew leaders and helpers should meet their crew in the lobby at 8:45 am.
- Wear your t-shirt/color if you can (remind your crew to do so as well!)
- More instruction will follow, but plan to lead/be with your crew for the morning service. When service is over, kids will be dismissed to their parents.
- Stay for the party! Lunch will be served afterward. Food, fun and fellowship outside!

We need each and every one of you for a successful week of VBS!! If you are unable to attend VBS due to an emergency, please contact Allison Wetzel @ 215-527-5795 as soon as possible so a replacement can be contacted for coverage.

Cell Phone Usage:

This issue is something we all need to be aware of and bears reminding prior to and during VBS week. Cell phones should be away during VBS. We are not saying you can't check it or take a picture, but no one should be so focused on their phone that they are not participating.

As leaders, we need to be present. We set the tone.

- This should not be an issue for adults, but it still needs to be said: If you are asked to put your phone away, please do.

As assistant leaders, we need to be present. We set the tone.

- If any leader asks you to put your phone away, please do.
- If you are asked to do so more than once, a leader will ask you to let them hold onto it until dismissal. This will allow you to be fully engaged with our VBS kids and participate in all activities. After all, that is why we are all here!

Children attending VBS should not be on their phones, either.

When you see a child on their phone:

- Advise them to put it away and pay attention
- If it happens again, you can tell them that you will take it and hold onto it til the end of the night
- Hold onto phones until the end of the night, giving them back as they leave at parent pick up, not at closing – at dismissal.
- If you have any kind of trouble, let me know and I will be glad to step in

Special notes

Safety is very important!! Please review the following guidelines so that you are prepared!

Bathroom Policies

1. If possible, please avoid taking kids to the bathroom during lesson time. Be sure to stop at the bathrooms during the 5 minute move time between stations. Once most of your group is ready to move on, split your leaders, having some take the kids who are finished to the next station. The other leaders stay with the remaining kids and once finished, quickly catch up your group.
2. If there is a need to use the bathroom during station time, try to take several children who need to go at the same time. The leader who takes them should wait outside the bathroom door in the hallway. Wait for the entire group to be finished and then return to your activity.
3. If there is an emergency inside the bathroom or a child in the bathroom needs assistance, 2 adults should enter the bathroom to resolve.
4. Security members will be on hand in the hallways if they are needed.
5. Remind children to wash their hands before leaving the bathroom.
6. There is a private bathroom in the nursery area for volunteers.

Crew Leaders and Assistant Crew Leaders

1. Please do not ever put yourself in a situation where you are alone with a child in a closed space.
2. Stay with your crew for the entire night. Let other leaders know if you need to leave early, use the bathroom, take a child to First Aid, etc.
3. During the closing portion in the worship center, sit with your crew on the aisle seat. Having a leader at the end of each row will help to contain your group during the dismissal process.
4. You must stay with your group through closing and stay until all children are dismissed.

First Aid

1. First Aid is located in the Nursery Suite.
2. A Crew Leader must escort a child to First Aid and stay with them until released. The nurse/EMT should never be left alone with a child.
3. Another volunteer (like someone in the lobby) may replace the Crew Leader during the FA visit, and then return the child to their crew when released.
4. We experience mostly minor accidents like scrapes, bug bites, bumps. These issues can be handled by the First Aid Attendant. Let the grade level registration attendant know of any injury so the child's parent can be told of the issue that occurred.
5. *If you encounter a life threatening issue, like loss of consciousness, significant blood loss, or difficulty breathing, immediately call 911 from your cell phone and send a helper to the lobby to notify security or staff of the situation.*

Discipline/Behavior Issues

Our goal is to create a fun learning environment and have a great time, but disrespect and misbehavior is not acceptable. If you have a child who is disrespectful to other children, staff or church property, is disruptive, or gets physical (hitting, kicking, spitting, etc.), and is unresponsive to your addressing this issue, please see Allison Wetzel or Lisa Tyree for assistance. We are here to support you and intervene if you are struggling with behavioral issues. Please do not take matters into your own hands if you experience a difficult situation.