

MUSIC STATION LEADERS—Main Hall

BEFORE VBS—1. You will select 5 songs (1 different song for each Crew) and prepare to teach the words and motions along with the DVD for the kids to learn/perform during the three Skits AND while at your Station. 2. You will provide all supplies you need to run your Station and have them at your Station by 8:45am on the day of VBS. 3. Pray! 4. Send song list order to Volunteer Coordinator before VBS. 5. Return DVD to Susan Wall's box by the Wednesday BEFORE VBS for sound/technology set up. 6. **Attend dress rehearsal/sound check/technology check on Wednesday, June 19 at 8pm.**

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS.

What to Wear: The theme is SCUBA: diving into friendship with God. You are welcome to wear scuba/water theme clothes. It will be hot so plan accordingly!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 20 minute Station:

- Welcome kids & introduce yourself.
- Begin your activity—1. According to the rotation schedule, teach 1 song to each Crew with both words and motions. 2. Play the Bible Buddy Video for that Crew. 3. Older kids will learn the song faster than younger kids so prepare a few questions for them such as—what has been your favorite thing about the day so far, what do you think this song means, what adventures are you looking forward to this summer, etc? 4. You will lead the Crews to perform the song they learned at the Final Skit at 2:00pm. All Crews will have a time to perform the song they learned in the Final Skit, led by you!
- Thank kids for coming & send them to the next Station!

****Please return Group VBS Manual & DVD to Susan Wall's box once you are finished using it.****

THANK YOU SO MUCH FOR MAKING VBS POSSIBLE! WE ARE SO GRATEFUL FOR YOUR SERVICE!

OUTDOOR GAMES STATION LEADERS—Small Parking Lot

BEFORE VBS—1. You will select 3 games from the Group manual or come up with your own and prepare for the activities the kids will do at your Station. 2. You will provide all supplies you need to run your Station and have them at your Station by 8:45am on the day of VBS. 3. Pray!

Arrival Time: Check in with Susan Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS. Come watch the Skits; they are fun and you can talk to the kids about it when they come to your Station!

What to Wear: The theme is Scuba: diving into friendship with God. You are welcome to wear scuba/water theme clothes but this is not required. It will be hot so plan accordingly!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 20 minute Station:

- Welcome kids & introduce yourself.
- Begin your activity—you might only get through one game or all three games per rotation of Crews.
- Serve popsicles but do NOT let kids enter the building with popsicles.
- Thank kids for coming & send them to the next Station!

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IMAGINATION STATION LEADERS—Room 6

BEFORE VBS—1. You will select an experiment(s) from the manual or come up with your own and prepare the activity the kids will do at your Station. Connect the experiment to the theme of VBS. 2. You will provide all supplies you need to run your Station and have them at your Station by 8:45am on the day of VBS. 3. Pray!

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS. Come watch the Skits; they are fun and you can talk to the kids about it when they come to your Station!

What to Wear: The theme is SCUBA: diving into friendship with God. You are welcome to wear scuba/water theme clothes but this is not required. It will be hot so plan accordingly!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 20 minute Station:

- Welcome kids & introduce yourself.
- Begin your activity—you may choose to do the same experiment as each Crew rotates through your station. Or you may choose to do different experiments for each Crew. It is up to you!
- Thank kids for coming & send them to the next Station!

****Please return Group VBS Manual once you are finished using it.****

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STICKY SCRIPTURE STATION LEADERS—Room 4 Library

BEFORE VBS: 1. You will select and prepare the activities the kids will do at your Station—Use Group VBS Sticky Scripture Manual to select a Bible story to tell. 2. Familiarize yourself with the Bible memory verse. Watch each of the videos and select one or two to watch with the kids at your Station. 3. Prepare 2-3 questions to ask the kids after the video. 4. Prepare to share the gospel with the kids at your Station. 5. You will provide all supplies you need to run your Station and have them at your Station by 8:45am on the day of VBS. 6. Pray! 7. Return DVD to Susan Wall's box by the Wednesday BEFORE VBS for sound/technology set up.

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS. Come watch the Skits; they are fun and you can talk to the kids about it when they come to your Station!

What to Wear: The theme is SCUBA: diving into friendship with God. You are welcome to wear scuba/water theme clothes but this is not required. It will be hot so plan accordingly!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 20 minute Station:

- Welcome kids & introduce yourself.
- Begin your activity—Share Bible Story, focus on Bible Verse, play video, share the gospel. Have each of the Crews circle up in their small group and tell Crew Leaders to lead a chat about the question that you have prepared OR just have a group discussion. You can ask all of the Crews to share their answers before you give them the next question. You might not get through all of your questions but that is ok! Share the gospel—God, Man, Christ, Response.
- Thank kids for coming & send them to the next Station!

****Please return Group VBS DVD/Manual to Susan Wall's box once you are finished using it.****

THANK YOU SO MUCH FOR MAKING VBS POSSIBLE! WE ARE SO GRATEFUL FOR YOUR SERVICE!

DEEP BIBLE ADVENTURES STATION LEADERS—2nd Floor Desk Area

BEFORE VBS—1. You will select ONE Bible Story from the Group VBS Manual and prepare the activities the kids will do at your Station. 2. You will provide all supplies you need to run your Station and have them at your Station by 8:45am on the day of VBS. 3. Pray! 4. **Attend dress rehearsal/sound check/technology check on Wednesday, June 19 at 8pm.**

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS. Come watch the Skits; they are fun and you can talk to the kids about it when they come to your Station!

What to Wear: Dress up as a character from Biblical times—you are free to use the Praise Factory closet to find your costume and props!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 20 minute Station:

- Welcome kids & introduce yourself.
- Begin your activity— 1. Tell/ act out the Bible Story that you have selected from the manual. 2. Be sure to tell every Crew the GOSPEL (God, man, Christ, response)!! This a main time to present the Gospel! 3. Prepare some questions for the kids in case you have extra time.
- Thank kids for coming & send them to the next Station!

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CREW LEADERS—Start in classrooms & rotate to various Stations

BEFORE VBS—1. Familiarize yourself with the Activity Rotation Schedule for your Crew. 2. Pray!

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer in the church office at 8:30am. Be in place and ready to go at 8:45am on the day of VBS. Look for gospel opportunities throughout the day.

What to Wear: The theme is Scuba: diving into friendship with God. You are welcome to wear scuba/water themed clothes. It will be hot so plan accordingly! Please bring a small bag/backpack to carry epipens/inhalers around with you throughout the day.

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during each 20 minute Station:

- Welcome kids & introduce yourself as they arrive.
- At 9:20am invite the kids to gather and explain an overview of the VBS day.
- Take kids to each Station using the Rotation Schedule. When you arrive at each Station, the Station Leader will guide your crew in an activity.
- Participate in each Station activity.
- Have kids say THANK YOU to Station Leaders! Take kids to the next Station!

*Bathroom Break Rules—See back of page for details.

VBS Bathroom Break Rules:

There are three scheduled Bathroom Breaks during Snack Station, Lunch Station & Playground Station. For younger children, it is advised to take the whole group BEFORE you arrive at the Station and have ALL children try to use the bathroom and have ALL children wash their hands. THEN go to Snack & Lunch with clean hands or go to Playground and minimize children needing to leave the Playground.

For kids younger than Kindergarten:

- Only adult FEMALE CHILDCARE-APPROVED volunteer may take kids to the restroom
- Jr. Crew Leaders may not take kids to the restroom
- More than one child at a time must go (volunteer may not be alone with one child) and do not send a child alone to the restroom
- Volunteer cannot leave the rest of their group unattended while taking others to restroom
- Volunteer must call for another volunteer to watch the group; or take entire group of children to the restroom while Crew Leader/Station Leader continues the group activity.

For kids Kindergarten and above:

- Show children where restrooms are
- Children can go to the restroom in same-gender pairs
- Adult volunteers do not have take them to the restroom
- Tell children to come back immediately and not to dawdle
- Always take a head-count of kids before going to your next Station

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SKIT ACTORS & SONG LEADERS—Main Hall

BEFORE VBS—1. You will use the VBS Manual to review, plan & rehearse your skit. There is a TON of material in the Manual and some of it is useful. But MOST of it you will not use. Feel free to improvise and add lots of humor. Kids love for you to be silly, to make this fun and funny. You will need to add transitions and some things in the skit script might need to be adjusted for our stage, space, and kids. That is totally up to you to decide what will work best for the THREE SKITS. 2. You will provide all supplies you need for the Skits and have them ready by 8:45am on the day of VBS. Dress Rehearsal is the Wednesday night before VBS at 8pm, right after Bible Study. 3. Pray! 4. **Attend dress rehearsal/sound check/technology check on Wednesday, June 19 at 8pm.**

Arrival Time: Check in with Susan Occhipinti. We will have a brief time of prayer at 8:30am in the church office. Then, be in place and ready to go at 8:45am on the day of VBS.

What to Wear: The theme is Scuba: diving into friendship with God. You are welcome to wear scuba/water theme clothes. It will be hot so plan accordingly!

When to eat: Snacks and lunch are provided to all volunteers during the day in the Fellowship Hall. Feel free to come over anytime you have a break!

What to do during your 30 minute Skits:

- OPENING SKIT (9:30am-10:00am)
 - Actor(s) will welcome kids & introduce yourself.
 - Skit 1 Section 1
 - THEN Introduce Song Leaders who will come up and lead all kids in Song 1 with Video.
 - Skit 1 Section 2
 - THEN Song Leaders will come up and lead all kids in Song 2 with Video.
 - Actor(s) will thank kids for coming and dismiss them to their first Station.
- SKIT 2 (11:20am-11:50am)
 - Actor(s) will welcome back kids!
 - Skit 2 Section 1
 - THEN Song Leaders will lead kids in Song 3 with Video.
 - Skit 2 Section 2
 - THEN Song Leaders will lead kids in Song 4 & Song 5 with Video.
 - Actor(s) will thank kids for coming and dismiss kids to next Station.
- CLOSING SKIT (2:00pm-2:30pm)
 - Welcome back kids!! Thank you so much for hanging out with us today! Have you had fun today?? Closing skit.
 - Skit actors will talk to each Crew, in order of youngest to oldest, about what they have learned today—you will do this 5 times with each Crew presenting! Song Leaders will lead each Crew in singing their song.
 - Campers will be dismissed to their classrooms.
 - Pastor will close in prayer & Susan will give dismissal instructions.

****Please return Group VBS Manual once you are finished using it.****

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KITCHEN TEAM

9:00am—Arrival

- Get cups, plates, & napkins out of supply closet by Coke machine
- Make a snack display of Scuba Snack to show kids what the snack should look like
- Assemble 4 large bowls (1 Goldfish, 1 Pretzel Stick, 1 Kix, 1 Marshmallow) for Build a Scuba Underwater Scene—they should build scene at their table NOT while standing in line
- Make Large Hospitality containers of lemonade (one bag of Country Time per container & be sure to mix it up)—put out on last table
- Make Large Hospitality containers of water—put out on last table
- Fill 70 cups with lemonade and 50 cups with water and put on middle table
- You are welcome to come watch skits if set up is complete

10:05am-10:25am—Serve First Snack

- Have 2 people in the Fellowship Hall behind the table to help with serving and spills and to explain they are creating a Scuba Underwater Scene once they sit at a table
- IF LINES ARE LONG...ask a whole crew to use the bathroom first and THEN come get snack
- After kids sit down in their Crew, have people walking around to help out if needed

10:15am—Have one volunteer announce it's time for Crews clean up and go to the next Station

- Kids should be reminded to clean up after themselves and throw away their own trash

10:30am-10:50am—Serve Second Snack

- Have 2 people in the Fellowship Hall behind the table to help with serving and spills
- IF LINES ARE LONG...ask a whole crew to use the bathroom first and THEN come get snack
- After kids sit down in their Crew, have people walking around to help out if needed

10:40am—Have one volunteer announce it's time for Crews clean up and go to the next Station

- Kids should be reminded to clean up after themselves and throw away their own trash

10:50 am—Clean up from snack time and set up for lunch

- Get napkins, plates, cups out of supply closet by Coke machine
- Make just Ham, Ham & Cheese, just Turkey, Turkey & Cheese, just Cheese Sandwiches—cut in half and put on large nonbreakable serving tray, some with cheese & some without—LABEL sandwiches so kids know what is what (on plain office paper and set out by each tray of sandwiches)
- Put Yogurt Tubes in large nonbreakable tray or bowl
- Put Fruit in large nonbreakable tray or bowl
- Put Veggie Sticks in large nonbreakable bowl with a serving spoon
- Put out remaining bowls of food from Snack Time
- Put Cookies on a large nonbreakable tray

TABLE ASSEMBLY FROM LEFT TO RIGHT

- First table: Plates, Napkins, Sandwich halves, Yogurt Tubes, Veggie Sticks

- Middle table: Fruit & Cookies, Napkins
- End table: Drink containers & cups, Napkins
- Each table should have a person behind it to help kids, esp with drinks

11:55pm-12:15pm—Serve First Lunch

- Kids should serve themselves and clean up after themselves
- IF LINES ARE LONG...ask a whole crew to use the bathroom first and then come get lunch

12:20pm-12:40pm—Serve Second Lunch

- Kids should serve themselves and clean up after themselves
- IF LINES ARE LONG...ask a whole crew to use the bathroom first and then come get lunch

12:50pm—Clean Up from Lunch and Reset Fellowship Hall for Sunday Service

- Clean Fellowship Hall and Kitchen
- Sweep floor & clean all counters used
- Reset Fellowship Hall based on diagram

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DOOR GREETERS

Stationed throughout the building : back door by parking lot, door by handicap ramp at 6th & A Sts., 2nd floor landing, 3rd floor landing, 4th floor landing

Arrival Time: Please arrive by 8:30am and check in with the VBS Camper Coordinator, Elizabeth Earwood..

- Welcome families with a smile, a wave, and a good morning!
- Direct families to the check in registration area in the main hallway in front of the church offices.
- Send families to the room number listed on their name tag. 300s Rooms are on the 3rd floor & 400s Rooms are on the 4th floor.
- Remind parents: PICK UP FROM THAT SAME CLASSROOM at 2:30pm.
- Please tell parents they are invited to come see the closing skit at 2:00pm.

****Please return all materials to the Fellowship Hall, supply cabinets, & Susan Wall's box****

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CHECK IN TEAM—Main Floor Hallway outside of office

Arrival Time: Please arrive by 8:30am and check in with the VBS Camper Coordinator, Elizabeth Earwood

*** Please get three slim grey tables from the Fellowship Hall and set up in Main Floor Hallway outside of offices for three check in stations. Please get three black folding chairs. Please put up Check In alphabetized signs behind the three tables. ***

- Welcome families with a smile!

- Ask parent to check that all info is correct and then highlight the campers name once info is confirmed.

- If relevant, tell parents to give epipen/inhaler to Crew Leader once in the classroom to carry around all day.

- Send camper to the room number listed on their name tag and PICK UP FROM THAT SAME ROOM at 2:30pm. 300 Rooms are 3rd floor & 400 Rooms are on the 4th floor.

- Remind parents: PICK UP FROM THAT SAME CLASSROOM at 2:30pm.

- Please tell parents they are invited to come see the closing skit at 2:00pm.

*** Once check in has slowed down, consolidate check in to one table. ***

Supplies needed for each table:

1. Alphabetized check in registration document
2. Highlighters & pens
3. Camper name tags
4. Blank name tags

Please return all materials to Fellowship Hall, supply cabinets & Susan Wall's box

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