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VBS

**First Baptist Cumming**

**2021 VBS**

**Volunteer Guidebook**

Thank you for showing an interest in helping with First Baptist Cumming's VBS this year.  
Your willingness to help guide the children toward Christ is much appreciated.  
YOU are a critical player on our team!!

*ALL adult volunteers are required to read this information.*

**VBS is offered to children age 5 by 9/1/21 thru 5th Grade.** Our mission VBS week is to instruct and guide the children, while keeping the children safe, having a good time and demonstrating God's love. This mission will take everyone's efforts.

FBC realizes that parents are leaving their most valuable possession with us and we need to be sure their child/children are safe and secure.

On the following pages you will find VBS Volunteer Guidelines and Procedures.  
**Please carefully read through these guidelines and procedures.**

Thank you in advance for taking the time to review this material.

#### **ONE ATTITUDE: THE CHURCH THAT GIVES ITSELF AWAY**

**Our attitude should be one of giving ourselves to God in worship, to people in witness, to the Word in study, to the church in love and to the world in service.**

**"Your attitude should be the same as that of Christ Jesus."**

**Philippians 2:5**

#### **VBS LEADERSHIP TEAM**

<b>VBS Director</b>	<b>Amanda Harper</b>	<b>770.262.3829</b> aharperfbcvbs@gmail.com
<b>Minister of Children</b>	<b>Laura Nixon</b>	<b>404.444.2988</b> laura@fbccumming.org
<b>Minister of Preschool</b>	<b>Edna Bridges</b>	<b>404.242.6675</b> edna@fbccumming.org
<b>Minister of Middle School</b>	<b>Brian Weaver</b>	<b>678.633.9740</b> brian@fbccumming.org
<b>Church Office</b>	<b>770.887.2428</b>	

#### **First Baptist Cumming VBS Values**

##### **CHRIST-CENTERED**

We believe in building a solid spiritual foundation in the lives of the children and will use every moment to teach and grow the children in Christ.

##### **SAFE**

We will provide a safe environment for children to enjoy.

We want children to be safe and feel safe, and parents to rest assured that their child is well cared for while their children are in our care.

**VOLUNTEERS ARE NEVER ALONE WITH CHILDREN.**

##### **FUN**

We want kids to have fun! Our desire is to see kids have such a good time they can't wait to come back the next day.

##### **VBS – 2 Adult Rule**

Because VBS is an activity that is open to the community, many children attend who do not normally attend FBC and whose parents are not known by the teachers/members of FBC.

For the safety of all of the children attending VBS, a minimum of two adults will be in each classroom.

Teenagers will be allowed to assist in classes, but will not be allowed to be in charge of any class.

All church staff and volunteers must follow the "two adult rule."

This means that **no individual child is to be alone with one adult behind closed doors or in a secluded location, including elevators.**

**All interaction between staff and minors must be observable and interruptable.**

**For bathrooms, youth helper may stay at the bathroom entrance.**

##### **Volunteer Requirements**

- ◆ Register by submitting volunteer application.
- ◆ Read the volunteer guidelines and procedures.
- ◆ Read the VBS Guidebook.
- ◆ Attend **at least one** volunteer informational / training session.
- ◆ Report to the area you are assigned at 8:15 AM.

##### **Volunteer Screening Procedures**

- ◆ ALL adult / college volunteers— 18 years and older must have a background check on file.
- ◆ FBC members have priority / Non-members will be placed on waitlist
- ◆ FBC adult/college members are eligible to teach a class.

# ACTIVITY SCHEDULE

## WORSHIP RALLY

9:00 - 9:45	<b>2nd Grade</b>	Sanctuary
	<b>3rd Grade</b>	Sanctuary
	<b>4th Grade</b>	Sanctuary
10:15—11:00	Preschool	Sanctuary
	<b>Kindergarten</b>	Sanctuary
	<b>1st Grade</b>	Sanctuary

## BIBLE STUDY

9:00 - 9:45	Preschool	Classroom
	<b>Kindergarten</b>	Classroom
	<b>1st Grade</b>	Classroom
10:15—11:00	<b>2nd Grade</b>	Classroom
	<b>3rd Grade</b>	Classroom
	<b>4th Grade</b>	Classroom

# CLASSROOM LOCATIONS

## 1ST FLOOR

NURSERY

PRESCHOOL

**KINDERGARTEN**

## 2ND FLOOR

**2ND GRADE**

**3RD GRADE**

## 3RD FLOOR

**1ST GRADE**

**4TH GRADE**

## **ARRIVAL**

Students may arrive no earlier than 8:30 AM  
Greeters & Runners will be on hand to assist families as they arrive.

VBS begins at 9:00 AM

- **ALL volunteers must arrive by 8:15 AM and be at their assigned area no later than 8:30 AM.**

## **ATTENDANCE**

Registration will deliver attendance rolls, to class rows and or classrooms.

Registration will collect the class roll from outside your door no later than 10 AM.

*Lead Volunteer or adult assistant* should take roll.

Do **NOT** write student names on your roll **UNLESS** the child has a signed "Walk Up Slip" from Registration.

Do NOT write in names of FLOATERS, as they are accounted for on a separate roll.

Each class will have a master roster, if a random child shows up in your class, you can check the roster and direct him/her to the appropriate class.

If the child is NOT on the master roster - they must check-in with Registration.

*At **NO** point should a teacher, assistant, or parent decide to move a child from a classroom to another classroom.*

## **DECORATING**

Present a welcoming and exciting atmosphere in your area / classroom by decorating:

- ◆ Door / entrance
- ◆ a corner or a wall of room

Church will be available the week *prior* to VBS for volunteers to meet in for planning purposes, as well as for **limited** decorating of the rooms.

*Decorating must not **change** the room set-up, in order for the classrooms to remain intact for Sunday morning.*

*Do not change/move: coffee carts, bulletin boards and white boards till **AFTER** services Sunday.*

Rolls of butcher paper for decorating can be found in the preschool hall resource room.

**Please, be sure you do NOT:**

- ◆ use clear or masking tape to hang items on walls
- ◆ hang items from lights
- ◆ cover electrical outlets
- ◆ cover thermostat
- ◆ cover fire extinguisher
- ◆ cover window on or beside the classroom door

## **Decorating Supply Form**

Use this form for requesting *decorating* supplies.

*Note: minimal decorating is encouraged (quality over quantity)*

**Preferred Supply Websites:** [orientaltrading.com](http://orientaltrading.com)

[lifeway.com](http://lifeway.com)

All supplies and requested items will be bagged by class and ready for pick-up at the Final Meeting.

If household or recyclable items are needed that you do not personally have access to, please let us know. We will request assistance from the congregation.

*Basic supply box will be ready for pick-up from 1st floor FirstKidz Resource room, following the final meeting. (scotch tape, markers, pens, scissors, Sharpies, wall mounting tpe (painter's and spongy).*

## **DISMISSAL**

Dismissal Time is **11:00 AM**.

*Worker's Children must be picked up from their classroom as soon as possible.*

*NOTE: Middle school age and older may pick-up younger siblings.*

*VBX 5th Graders will NOT be released on their own, parents need to pick up from middle school building.*

## **LOST & FOUND**

Is located at desk *across* from VBS Headquarters, please check each day and especially on Friday before you leave.

## **MISSIONS OFFERING**

Each day during VBS and at the Family Program, we will be encouraging the children to bring in money for the missions offering.

## **NAME TAGS**

All volunteers must wear their name tag during VBS hours.

This is a major component of our campus security.

Anyone without a name tag should be approached, offered assistance and/or personally escorted.

Leave it in your area/classroom before going home each day.

## **NURSE / FIRST AID STATION**

Located in the atrium.

Parents have been instructed to coordinate all medications with the Nurse prior to VBS week.

## **SECURITY**

In order to keep children in a safe and secure environment, the following security measures will be in effect:

- Volunteers will be at the main doors during drop-off and pickup.
- There will be at least two people at the Welcome Center monitoring anyone entering the building.
- Every classroom or environment will have two adults present.
- **VOLUNTEERS ARE NEVER TO BE ALONE WITH A CHILD.**

## **SPECIAL FRIENDS**

This is a separate class offered for our church members with special needs children. This is not to be confused with a self-contained class, and is **NOT** advertised to the public as we're not fully equipped to offer this to the public. Children will each have an assigned Shadow. Children will be dropped off and picked up from this classroom. They will attend worship rally and have Bible study / activity (room 317). Once rotations begin, the children along with their assigned Shadow will go with their designated class to rotations.

## **T-SHIRTS**

FBC will provide a VBS t-shirt for ALL volunteers.

**Volunteers need to wear their VBS shirt every day of VBS week.**

Volunteer t-shirts will be ready for pick up *following* the final meeting.

T-shirts will be bagged and placed in assigned room/area.

T-shirt questions should be directed to the T-shirt Coordinator.

## **VOLUNTEER QUICK STOP—NOT APPLICABLE FOR 2021**

### **ADDITIONAL location for those serving on the 1st floor**

We want to express our appreciation for you during the week of VBS.

Please make a visit each day for delicious refreshments.

**Closes promptly at 11:30 AM each day.**

**DO NOT SIT** in the Quick Stop room / hallway outside the Quick Stop room / on stairs in atrium

## **FAMILY PROGRAM—NOT APPLICABLE FOR 2021**

VBS t-shirts are to be worn by everyone.

Following the program, we will have a picnic.

Please take advantage of this opportunity to mingle and meet the parents of your children.

Make them feel welcome and invite them to First Baptist, if they do not already attend.

## **FRIDAY FINAL CLEAN UP - Your attention to detail is GREATLY valued!**

Return your area/room to the way it was prior to VBS (excluding chairs/tables).

Put trash in the large trash receptacles.

**At the end of such a busy week, your cooperation with the following instructions is much appreciated.**

This will ensure FBC receives proper credit on unused material and a great start to being organized for next year.

RETURN to FirstKidz **3rd FLOOR AUDITORIUM** in the appropriate labeled container:

- ◆ Any “unopened” supplies
- ◆ Reusable decorations that are in *very good* condition

RETURN to FirstKidz **1st FLOOR RESOURCE ROOM**:

- ◆ Supply Boxes (neatly packed)
- ◆ Clips
- ◆ Lanyards

## **ROTATIONS**

### **MUSIC**

**NEW:** During worship rally.

Teachers are expected to participate and learn the choreography and music.

Teachers must stay with their class during this time.

Preschool Music - 4 yr thru 1st grade meet in Auditorium 1

Elementary Music - 2nd thru 4th grade meet in sanctuary

### **RECREATION—NOT APPLICABLE FOR 2021**

Team will meet in Room 349.

Youth volunteers must be minimum 7th grade to serve..

### **SNACKS**

**NEW:** During classroom time.

A light snack & water will be served each day during VBS.

The daily snack is provided in the parent letter.

### **FOOD ALLERGIES:**

The safest solution for children with food allergies is to bring their own snack from home.

If a parent has a concern with the snack, they may bring a substitute snack, in a clearly labeled disposable bag and give to child’s teacher upon check-in.

**IMPORTANT:** If a child has a SEVERE food allergy that *requires an EPI PEN* to treat, a parent **MUST** bring the child’s snack in a clearly labeled disposable bag; and give to child’s teacher upon check-in.

## EMERGENCY RESPONSES

### Medical

The grade-level director should be notified immediately and they will then radio the nurse and the appropriate church staff. All VBS directors, nurse(s), and appropriate church staff will have radios for communication. The VBS rotations will be suspended in the event of a medical emergency and will not resume until notification is given by appropriate church staff.

### Severe Weather

Severe weather instructions and response will be communicated via radio to grade-level directors who will then communicate to volunteer leaders. The VBS rotations will be suspended in the event of a severe weather emergency and will not resume until notification is given by appropriate church staff.

### Fire

In the event that a fire alarm sounds, the following procedures should be followed:

- Line your class up and take a headcount
- Take your roll book with you
- Quickly but calmly take your class to the parking lot out of danger using the evacuation routes on the maps located in the classrooms
- All children should be kept quiet and walk as they follow their leader
- Take a headcount once in the parking area to verify all children are present
- Wait for further instructions
- Please keep the children calm by staying calm yourself

### Lock-Down

In the event of a crisis situation the following lock down procedures should be followed:

- Volunteers will be notified either in person or via radio that the building is being locked down
- Take in any refuge-seeking children into your room immediately
- Shut/lock all doors and windows and close all blinds
- No one is admitted into the classroom except the children's ministry staff or government personnel
- Have students sit on the floor away from doors and windows
- Wait for further instructions from the children's ministry staff or government personnel