

VBS 2022 TRAINING GUIDE

If you missed VBS Training or simply want to review, here are the things you need to know:

We start each morning together in the Worship Center to hear about what's ahead for the day (1st-6th grade). This happens through high energy worship and some live stage action. Then we break up into small groups (Crews - which are broken down by grade) and start our tour of fabulous stations: Bible Exploration, Missions, Recreation, Snacks and Crafts. We end each day back in the Worship Center for our closing with more worship and a wrap-up. Crew Leaders will stay with the same group of 6-10 kids each day.

Daily Themes - All of our stations will take on the theme for the day and incorporate that theme in everything they do. Bible Exploration teaches our lesson each day and all the other areas reinforce it: Craft, Snack, and even Rec.

We also have ZION - The Movie we show in short increments each day. You will also notice the themes being cared over into this modern day adventure saga.

We are so grateful you are here and hope to answer **THE BIG QUESTIONS** you are pondering right now!

- ***What do I do?***
- ***Where do I go?***
- ***Why am I here?***

What do I do?

- Arrival: Be ready by 8:20 (Nursery and Preschool/K volunteers) or 8:30 (Everyone else).
- Attendance: If you can't be here a day, tell your department or grade leader
- Bringing Friends: Invite elementary children to join you for this fun adventure. They can register online at home or in person. If you have friends who want to volunteer, they have to check in on the patio to see if we have needs. Teens/Adults cannot stay on campus unless they have completed a volunteer form, have been assigned and given a nametag. This is how we keep kids safe.
- Name Tags: Wear your name tag - every one, every day, all day.
 - Grade/Crew Leaders/Crew Assistants: Pick up name tags and check-in on the patio
 - All other leaders: Pick up name tags and check-in in your room

Where do I go?

- Shop - for all trinkets and t-shirts
- HQ - for all questions and midmorning issues
- Medical - for all bandaids and ice packs and emergencies
- Earthquake/Fire Alarms - Back Lots (follow the leader of that area); if false alarm, move back to your scheduled rotation
- South Kitchen - for all volunteer snacks and breaks
- North Parking Lot/Far wall at OCERS - for volunteer parking; please leave closer parking for volunteers with strollers and small children; **DO NOT PARK IN HERITAGE LOT** - Parking is allowed on Wellington Street Mondays; you will NOT be ticketed.

Why am I here?

- To guide -

- Ask questions. Talk about Jesus. Talk about Joseph and what you are learning in Bible Exploration. Get to know the children you are spending the week with.
- We do not talk about politics, boyfriends/girlfriends, sex or...
- You are making an eternal difference in the lives of children. Many of our volunteers are here serving because their life was changed at VBS. You are providing a fun and safe space for children to encounter the Living God.
- To protect -
 - Child Protection -
 - In your conversations, there may be issues revealed about which we are mandated to report. If a child communicates anything about or you see signs of child abuse or neglect, please talk with Shannon Reese. This could be physical injury, sexual abuse, assault, neglect, maltreatment, etc.
 - NEVER ALONE WITH A CHILD - The Rule of 3: always bring another leader or child with you if kids need to go to the restroom or to HG or medical or from prayer back to your rotation. ***No piggy back rides, lap-sitting, or tickling.*** Also, please check restrooms before children use them to make sure no one is in the restroom.

While we have to talk about some heavy things, this week is going to be awesome. Let's remember how much fun it was last year as we prep for this week!

Penny Project will fund a Back to School Project for Croatian refugees living in Moldova. Bring your pennies!

Spirit Week - Join us at Chick Fil A at Tustin Marketplace each day this week! A portion of your meal cost goes directly to help the Back To School Project to help Croatian refugees and Moldovan children.

Teens + Adults + The Gospel

- Engagement - We want to engage with each student God brings to VBS. We want to model engagement by being present in each rotation, following directions and guiding our kids along the way.
- Phones/Texting - We engage better if we aren't distracted by our phones. Please keep your phones tucked away. You can pull them out during breaks at the South Kitchen. Encourage kids to also keep phones stored away. Do not take pictures or post pictures of children online. We have photographers you can ask to photograph you or your group. Then you can view those pics online at Calvary's zenfoliio site. A link will be included in the daily emails.
- Dress - Modesty is hottest! We encourage you to buy and wear your VBS shirt. Please keep all undergarments and midriffs covered. Also, no short shorts.
- Respect - We show respect to one another. We speak kindly and seek to know one another. Modeling respect is one way we show that we are different than the world.
- Inclusion - There is a place for everyone here! We may have friends with special needs who need special help. If you have a student that may need a Bridge Buddy, please make your Grade Leader aware. We have Bridge Buddies available to help give you tools for redirection or to walk with a student through part of the day.
- Jesus - It's all about Jesus. He is the reason we protect and serve and create spaces for children to know Him. Thank you for being part of this mission together.

VBS SUNDAY - Join us on July 31 for this exciting day and stick around afterward for the party on the patio!

Additional Information

CHECK IN LOCATION + ARRIVAL TIME

Leaders have different arrival times. Volunteers with children in our Early Childhood VBS Programs cannot drop off or go to their designated serving location until Early Childhood volunteers are present, therefore, we need volunteers to be on time. We want to greet each child and make them feel welcome.

Volunteer Type	Check In Location	Name Tag Pick Up	Room Ready
Nursery	WC Nursery North/South Counter	Sunday + WC Nursery North/South Counter	By 8:20 am
Preschool	Preschool Room	Preschool Room	By 8:20 am
Grade & Crew Leaders/Assistants	Main Patio near HQ	Main Patio near HQ	By 8:30 am
Bridge, Kitchen, Bible, Rec, Missions, Crafts, Snacks	Primary location	Primary location	By 8:30 am

All Grade + Crew leaders, Nursery volunteers and other volunteers checking in infants and toddlers should enter through the North Lobby doors before the main WC doors open at approximately 8:45 am.

If you are unable to attend due to emergency or illness, please call your area leader as soon as possible. If you cannot reach them, please call the Church Office at 714- 973-4800 ext. "0" and ask to be connected with VBS Headquarters.

REGISTRATION

Daily Registration and Check-in of children will take place in front of the Worship Center. Secretaries will take care of all registration, attendance and records. There will be six tables, one for each grade, with two lines for check-in each day (one line for pre-registered children and one for not pre-registered). This is where they'll receive their Name Tag.

Note: Our secretaries will be sensitive to the children's needs and desires when placing them in groups. You may request that your child be in your group or if he brings a friend that they stay together. We will try to place children with their friends in another grade unless it is totally unworkable (i.e. 1st grader with 6th grader). Rule of thumb is that the older child would move down to the younger child's grade.

Each day all children will check in at their grade's table on the patio where they will receive a **Name Tag**. Their name tag must be worn at **ALL TIMES**. The name tags are their ticket into the Worship Center and will be used to determine daily attendance.

Leaders will also wear **name tags at all times**. This is to help us get to know each other and also for security purposes. Leaders meet their group of kids (Crew) in the Worship Center and sit as a Crew. Groups will be identified both by **color** (grade/department) and **crew number**.

NURSERY - PRESCHOOL REGISTRATION

Our Nursery and Preschool/Kindergarten program is offered **ONLY** for the children of volunteers. Children must be registered in advance. Space is limited. If you are unsure if your child is registered, please contact our Early Childhood Pastors (ext. 336 for the Nursery, ext. 180 for Preschool and Kindergarten) to confirm. For child protection and adult to child ratios, Nursery and Preschool volunteers may only accept the kids that are pre-registered and on the rosters.

DISMISSAL

The check-out process is designed to ensure the safety of our kids and requires EVERYONE'S help and patience. When you are dismissed, take your crew to your designated area. 1st - 3rd Grade remains in the Worship Center. 4th - 6th Grade move to the assigned pillars on the Main Patio.

ALL kids must be signed out. VBS Crew Cards will be issued and it will be the responsibility of the Crew Leader to ensure that each child present for the day is listed on the card and a parent/guardian signature is obtained. Crew cards will also be helpful in taking attendance. Please strongly encourage your children that they are not to leave with **anyone other than the person they know will pick them up.** Please stay in your area until all your kids are signed out.

If you have Nursery or Preschool kids, please have a responsible VBS volunteer adult "cover" the patio while you pick up your own kids. You should then check back in at the patio before you leave campus. It may be a good idea to develop a buddy system as Nursery and Preschool kids must be picked up by 12:45 pm. If anyone from your group has not been picked up by 12:45 pm, walk the child to Headquarters. Headquarters staff will stay with any kids and contact parents.

WHATEVER YOU DO IN WORD OR DEED, DO ALL IN THE NAME OF THE LORD JESUS, GIVING THANKS TO GOD THE FATHER THROUGH HIM. COLOSSIANS 3:17

MISSIONS | PENNY PROJECT

During our Missions rotation in VBS, our kids will hear from our Calvary Missionaries who will be sharing about their ministry and country. The VBS Penny Project provides an opportunity for kids to donate their pennies towards a project that supports the work of our missionaries. We encourage everyone to participate by saving and bringing their pennies (nickels, dimes, quarters and dollars are gladly accepted, too!) Buckets will be available in the lobby. Please encourage student to drop off their pennies when they arrive.

BREAK TIME

Drinks and a snack for volunteers will be provided at the service window of the South Kitchen hallway (just off of the Gym). For Crew Leaders/Assistants a good time for snack is when your group is in Recreation. Other departments should check with their Department Leader for the most appropriate time for a break. All snacks should be enjoyed outdoors. Once you have enjoyed your snack, you should return directly to your area to continue supervising kids.

VBS T-SHIRTS

VBS T-shirts are available to purchase while supplies last. We have all sizes, from kid's XS to adult XX-Large. We would love for you to show your spirit by wearing the shirt during VBS.

CLOSING PROGRAM

The Sunday following VBS is our closing service in the Worship Center. We'll bring all of our VBS elements together and celebrate what God has done throughout the week! Kids will be encouraged to participate in the service - teaching the adults all they have learned during the week.

STATION DESCRIPTION

Below you will find a description of what you will do at each station as a Crew Assistant/Crew Leader

OPENING	<p>Opening Time is where the kids gather to begin the VBS day. They participate in fun worship songs and see a video that gets them excited for the day and points to the learning point for each day.</p> <p>Arrive by 8:30 am ready to be warm and welcoming. Greet your Crew Members in your designated seating area (help any kids that appear lost) Follow the motions and sing out loud, help any latecomers to settle in quickly and quietly. Make sure that you and your Crew Members are wearing name tags</p>
BIBLE	<p>Bible Exploration is where kids will hear the Bible story.</p> <p>Line up with your crew outside Fireside Room. Keep your crew together until you receive directions at that station. Listen carefully to the Storytellers to see how Leaders should help out that day, and to be able to follow up on the Bible Lesson with your kids.</p>
MISSIONS	<p>Missions is where the children will go each day to hear from our VBS missionary family.</p> <p>Lead your kids to your assigned seating area. Encourage your kids to sit still and listen quietly to the Missionary speaker. It is a good idea to ensure your crew has all used the bathroom BEFORE arriving for Missions. Keep disruptions to a minimum by remaining in the room once the program gets started.</p>
RECREATION	<p>Recreation is where kids use some of their energy in team-building games.</p> <p>Listen carefully to the instructions so you can help your crew members follow them. Take any crew member who might get a minor injury to the Nurse (Room S-2). NEVER ALONE WITH A CHILD. Stay with any crew member who might get a major injury and ask your Assistant or another Leader to get the Nurse (Room S-2). Refreshments are available in the South Kitchen hallway, just off of the gym for volunteers – grab a snack and then go to where your kids are to be extra eyes and for supervision.</p>
SNACKS	<p>Snacks is where crews come for a tasty snack. Each child will assemble their own snack each day.</p> <p>Gather your crew in a designated area Pick up (or designate your Assistant) your snack tray from the Snack Bar. Tie the snack to the day's Learning Point or Bible Story (an information sheet is provided.) Use snack time to talk with kids about their experiences at VBS and about what they're learning that day, and help kids clean up your area before leaving.</p>
CRAFTS	<p>Crafts is where kids will make a craft each day relating to the Learning Point.</p> <p>Listen carefully to the instructions because you will most likely need to repeat them for some members of your crew; Help kids make their crafts when they need help. Compliment kids on their finished crafts, and point out how each child's craft is unique Help clean up your area before leaving.</p>

WHAT DO I DO IF...?

What do I do if my crew won't stay together between stations? Work with your Color Leader to develop special routes and fun ways to travel between stations. Pretend to be monkeys jumping or birds flying or alligators crawling to your next station! Be creative and challenge kids to think of new (and cooperative ways) to move from station to station.

What do I do if a crew member won't participate in discussion? Ask follow-up questions to draw out shy or reluctant crew members. Use questions such as, "What do you mean by that?" or "That sounds interesting! Tell me more." Accept the answers kids give. Encourage participation by challenging kids to offer as many different answers as they can think of. If kids offer answers that seem off base or contrary to Biblical teaching take time to follow up with them between stations. If you're not comfortable discussing their questions or concerns, refer them to one of the Color Leaders. If crew members don't respond to your encouragement, don't force them to participate. You may have introspective kids in your crew who need time to think quietly about the things you're discussing.

What do I do if a crew member is too talkative or active?

To ensure that each child has a turn to share, have kids take turns around the circle, with each child taking 30 seconds to share a response. Occasionally ask children to respond with one-word answers. Consider giving active children a task to help. If a child continues to be a disruption, please walk them to your Color Leader.

What do I do if a crew member asks me a question I can't answer? Many kids who come to VBS have never been to church before, so you can expect lots of questions as you help kids learn about God's love. If a child asks you a question that you can't answer, don't be afraid to admit you don't know. Say something like, "That's a good question. Maybe our Color Leader (or one of the other VBS leaders) would know the answers. Why don't we go ask them?"

What do I do if my crew finishes an activity early?

Get to know your kids – find out where they go to school, what their family is like, hobbies, interests, etc. Pray for our missionaries. Practice the daily Bible Verse. Make up a new traveling chant to use on the way to your next station. Make up a cheer that kids can shout during Snack Time. Think of ways to affirm and thank the leader of the next station!

What do I do if a crew member just won't listen to me?

First, talk to your Color Leader and they will help you deal with the disruptive child. Your Color Leader can decide if the child needs a break from the group, to be separated from friends, a time away, or to call their parents. The VBS Director or Headquarters will determine if a parent needs to be called.

What do I do if a crew member gets hurt or sick?

Our Nurse is in S2. Notify the Color Leader when you take a child to the Nurse – you or your Assistant can take the child to S2 (if they are able to walk). If a child is unable to walk to S2, notify your Color Leader and send your Assistant to bring the Nurse to the child. She will determine if 911 needs to be called in the case of a serious injury.

APPROPRIATE BEHAVIOR

Always encourage crew members to use kind words and actions toward one another. Set the example by avoiding sarcasm or put-downs. If kids do pick on or exclude a crew member, try to use the day's Bible Point or lesson to help kids treat others in a Christ-like manner. For example, say "Remember, one way to love God is to love others. Use kind and affirming words toward each other. How can you show love in this situation?"

HELPING A CHILD FOLLOW JESUS

If you sense that a child might like to know more about what it means to believe in Jesus, give this simple explanation:

God loves us so much that He sent His Son, Jesus, to die on the cross for us. Jesus died and rose again so we could be forgiven for all the wrong things we do. Jesus wants to be our forever friend. If we ask Him to He'll take away the wrong things we've done and fill our lives with His love. As our forever friend, Jesus will always be with us and will help us make the right choices. And if we believe in Jesus, someday we'll live with him forever in heaven.

You can lead the child in a simple prayer inviting Jesus to be in their life. You may also want to share the scripture passages from his or her own Bible.

John 3:16; Romans 5:8-11; Romans 6:23; Ephesians 2:4-8

If you feel uncomfortable doing this, refer the child to your Color Leader or one of the Prayer Team members who will help the child understand what it means to believe in Jesus.

VBS VOLUNTEER PARKING INSTRUCTIONS

With more than 1,000 kids on our campus, the parking lots will be very congested at the beginning and end of each VBS day. We urge your cooperation during these times and ask that you show patience and grace to others. In an effort to allow traffic to flow as efficiently as possible, please make note of the following:

- It is acceptable and we encourage you to park on the streets on Wellington and Fruit on Monday. Although this is street sweeping day, we have obtained a special waiver from the city and no tickets will be issued.
- Wellington Street Lot – When entering this lot please enter only using the driveway furthest from Tustin Avenue and exit only from the driveway closest to Tustin Avenue.
- Fruit Street – Only the gate furthest from Tustin Avenue will be open. Use this gate for both entering and exiting.
- Do not park in any of the parking lots designated for other businesses. These lots must be kept available for our neighbors and their clients, including the Heritage building parking lot.
- Property owners in these neighboring businesses have been known to tow cars.
- Please leave the closer parking for parents dropping off or volunteers who are bringing their children

VBS CHILD PROTECTION POLICIES & PROCEDURES

Please watch our 25 minutes Child Abuse Prevention Training [here](#).

To provide a safe environment for our children and to prevent allegations of child abuse:

- **All volunteers must complete the VBS application before working with children.**
- **The Three Rule: NEVER BE ALONE WITH A CHILD FOR ANY REASON.** - Take another child or leader with you anywhere you go.
- **Contact:** use appropriate judgment when having physical contact with a child. Touching and/or hugging should be done publicly in the presence of others. **No tickling or lap sitting.**
- **Emergencies:** For emergencies, illness or injury, go to S1 (VBS Headquarters) or S2 (Nurse).
- **Name Tags:** All volunteers and children must wear a name tag at all times with first and last names.
- **Restrooms:** For all children, always enter the bathroom first and check to see that there is no danger to the children before allowing them to enter.

LOCATIONS

KID CHECK-IN (1ST - 6TH) Patio	LOST + FOUND Outside VBS Headquarters
OPENING + CLOSING Worship Center	BRIDGE VBS S6/S7
BIBLE EXPLORATION Fireside → Fellowship Hall	VBS STORE Worship Center Lobby
PRAYER TEAM N1, N2	PENNY PROJECT Worship Center Lobby
MISSIONS The Chapel	VOLUNTEER SNACKS South Kitchen Hallway
RECREATION Gym + Playground + Turf	SNACK PREP C108
SNACKS Picnic Tables	REGISTRATION Library
VOLUNTEER SNACKS South Kitchen Hallway	MEDICAL S2
SIXTH GRADE The Underground	VBS HEADQUARTERS S1

VBS SAFE ZONES

Nursery South (Birth - 23 months) - South Parking Lot (Fruit Street)

Nursery North (24 - 36 months) - North Parking Lot (Wellington)

Preschool/K - Turf/South Parking Lot (Fruit Street)

Recreation & Snacks - Turf/South Parking Lot (Fruit Street)

Crafts, Sixth Grade - South Parking Lot (Fruit Street)

Bible & Missions - North Parking Lot (Wellington)