

Daily Schedule

Time	Group Red Crews 1 - 4	Group Orange Crews 5 - 8	Group Blue Crews 9 - 12	Group Green Crews 13 - 16
9:00 - 9:25	Sing & Play Splash - Worship Center			
Allow five minutes to move to your next station				
9:30 - 9:50	Deep Bible Adventures FLC Rm #852	Imagination Station FLC Rm #854	Sticky Scripture FLC Rm #842	Reef Rec Games Gym
Allow five minutes to move to your next station				
9:55 - 10:15	Tidal Treats and bathroom Wesley Hall	Deep Bible Adventures FLC Rm #852	Imagination Station FLC Rm #854	Sticky Scripture FLC Rm #842
Allow five minutes to move to your next station				
10:20 - 10:40	Reef Rec Games Gym	Tidal Treats and bathroom Wesley Hall	Deep Bible Adventures FLC Rm #852	Imagination Station FLC Rm #854
Allow five minutes to move to your next station				
10:45 - 11:05	Sticky Scripture FLC Rm #842	Reef Rec Games Gym	Tidal Treats and bathroom Wesley Hall	Deep Bible Adventures FLC Rm #852
Allow five minutes to move to your next station				
11:10 - 11:30	Imagination Station FLC Rm #854	Sticky Scripture FLC Rm #842	Reef Rec Games Gym	Tidal Treats and bathroom Wesley Hall
Allow five minutes to move to your next station				
11:35 - 12:00	Fin-Tastic Finale - Worship Center			

1. Turn your crew attendance sheet in at Captain's Cove **before going to first station!**
 2. Tuesday bring your crew into the Worship Center for pictures on your way to Reef Rec Games.
- In case of Emergency Angie Engelthaler 904-237-9481 or Andrea Wheeler 904-540-9912 and go directly to Captain's Cove!**

Evacuation Information for Bad Weather, Fire, and Intruder

Make sure to always have list of kids and this with you.

Building	Tornado or Bad Weather	Fire	Intruder emergency procedures
Gym	FLC North/South Hallway or stairwell in FLC	Soccer field	If you see someone that you don't know, not in color coded shirts, makes you feel uncomfortable: Text Help, Your crew #, Station/location and details.
Wesley Hall	Worship Center or FLC North/South Hallway	Front parking lot/circle	
Kasey Mogle Friendship Hall	FLC North/South Hallway or stairwell in FLC	Exit through storage room door into back parking lot	If we do a "All Call for Intruder" <ol style="list-style-type: none"> 1. Turn off lights, 2. Lock class door(s) and insert doorstop, 3. Close blinds 4. Sit out of sight of door/windows. 5. Alert leaders via text Angie 904-237-9481 Paula 904-837-3385 Rachel 972-345-1906 Text: Help and where you are
Learning Ladders	Interior bathrooms	Exit through North gates into Pumpkin Patch parking lot (key at door)	
Childcare Center (put kids into cribs to evacuate)	Men or women's bathroom and / or stairwell to upstairs.	Front parking lot/circle	
Worship Center	Stay here	Front parking lot/circle	
Sanctuary	Worship center, FLC North/South Hallway / stairwell in FLC	Front parking lot/circle	
Family Life Center- Children's classes	Stairwell in FLC by elevator	Exit through 837 into Gathering area OR out Emergency exit to Soccer field	Text: Help and where you are
Family Life Center – Adult classes	Stairwell in FLC on SW/SE corner of building (near soccer field/back parking lot)	Exit through stairwell in FLC on SW/SE corner of building to soccer field	

WELCOME TO ALL VBS 2024 VOLUNTEERS

We appreciate your willingness to serve at VBS. We ask that each of you will help us to fulfill our commitment to our church and to God by being inviting, caring, and sharing towards Christ.

We need lots of adults and youth helping with set up still so please come if you are available. To keep with the CYP policy, youth must be with a parent or pre-arranged with Angie or Paula.

- Set up will continue Thursday this week, 10am-4pm.
- Our final set up will be Sunday, June 2nd 2pm-5pm.
- Check in with Taylor Mathis, Andrea Wheeler or Angie Engelthaler in the Gathering Space for directions.
- For student volunteers, set up hours will be included in your volunteer hours.
- If you know someone who did not make it to this training, make up will be Sunday 4:00 Gathering Area.

CREW LEADERS

- We have 17 Crews of Elementary children (Crews 1-16) plus 1 Crew of just 5th & 6th Graders.
 - Our 16 Elementary crews are divided into 4 traveling groups that are color coded.
 - Red Group – Crews 1- 4.
 - Orange Group – Crews 5-8.
 - Blue Group – Crews 9-12
 - Green Group – Crews 13-16
 - There is at least one adult with each of the above traveling groups. If you need any assistance while traveling, please check with that Adult Crew leader.
 - Each crew will have 10-12 children plus 2-3 Crew leaders
 - Grey Group – 5th & 6th graders; this group does not visit the VBS stations, but go on and off campus for their own activities, excepts for snacks from Tidal Treats.
- We also have 3 Crews of Preschool Children.
 - Preschool children have their own stations and activities separate from elementary except for Opening and Closing each day.
 - Pink Group, Navy Group and Purple Group
 - These groups have 2-3 adult leaders plus 2-3 youth volunteers.

STATION LEADERS

- Elementary has Leaders for Sticky Scripture, Deep Bible Adventure, Imagination Station, Reef Rec.
- Preschool has Leaders for Sticky Scripture, Deep Bible Adventure and Crafts.
 - These volunteers prepare lessons, presents lesson, decorate their rooms and then clean up.
- Tidal Treats Station Leaders prepares snacks for ALL the elementary, preschool children, youth and adult volunteers.
 - They have a lot of tasks and responsibilities so please respect them when you are in their stations.

CAMP LEADERS

- We have several camps going on this week.
 - 9:00a-12:00p
 - Vacation Bible School
 - Elementary - Angie Engelthaler and Andrea Wheeler
 - Preschool - Taylor Mathis
 - 5th/6th grade group – Paula Coker-Jones
 - 12:00p-5:00p
 - Basketball Camp – Chris Rogers
 - Arts, Crafts & Fun Camp – Taylor Mathis
 - Delta Summer Camp - Rachel Archuleta
- If you have any questions about any of these camps, please contact the camp leaders.

WELCOME TO ALL VBS 2024 VOLUNTEERS

ATTIRE

- We ask everyone to please cover up. If you bend over and we see things we shouldn't see, please add clothes. Closed toed shoes are necessary, especially for crew leaders. You will be participating in games with your crew.
 - Station Leaders (Leaders for Preschool and Elementary Sticky Scripture, Deep Bible Adventure, Imagination Station, Reef Rec, Tidal Treats) are to wear a "Yellow" shirt every day.
 - Crew Leaders (Leaders for Preschool, Elementary, 5th & 6th grade) are to wear your assigned group color every day. This really helps the 250 campers and 100 volunteers recognize their leaders and the crew they are supposed to be with. We really appreciate everyone attempting to wear their crew colors each day. The shirts can have design or words on them as long as it is appropriate. 😊
 - We have Camp T-shirts for all campers and volunteers. We will distribute the shirts mid-week and they are to be worn on Friday.

PARKING

- Volunteers are to park in the grassy area behind the FLC/Gym.
 - If you have a handicap parking pass, there are handicap spots available by the exit of church and behind Kasey Mogel Friendship Hall.
 - If you are bringing preschool children, and need to park closer, you can park near the gym.

CHECK IN & OUT

- Check in/out on our Daily Volunteer Check in/out sheet at *Captain's Cove* in the Gathering Area outside the Worship Center EVERY morning and afternoon!
 - If you are a volunteer with children, check yourself in; if you need to get to your spot and your children's leader is not here, wait with them until their leader arrives.
 - We will have a short announcement and pray together at 8:35 every day in the Worship Center. It is a great way to start the day and be spiritually charged for the kids.

ARRIVAL

- Campers will start arriving around 8:40 (8:30 on Monday)
- **Please be here before 8:30 every day to avoid sitting in the long line to get in and to ensure you are at your volunteer spot before the children check in.**
- The first station for everyone is Sing & Play Splash in the Worship Center 9:00-9:20. Then crews will begin rotating to all the different stations.

DISMISSAL

- Our last station is Fin-tastic Finale each day in the worship center 11:35-12:00.
- We do not let parents/volunteers pick up their child during travel or station time. Pick up is ONLY HANDLED after Fin-tastic Finale unless pre-arranged with Camp leaders.
- By 12:10, the remaining children will be brought up front to sit with me. If you are a station leader or preschool crew leader, your children will be fine with me.

LOCATIONS FOR ELEMENTARY STATIONS

- **Captain's Cove** is in the Gathering Area outside the Worship Center.
 - This is where you check in/out, get your daily volunteer treat, answers to your questions, your mailbox, etc.
- **Sing & Play Splash** (Opening) is in the Worship Center.
- **First Aide** is in the Gathering Area across from Worship Center doors on Monday morning and then in Gym for remainder of the week.
- **Sticky Scripture** is in FLC Room 842.

WELCOME TO ALL VBS 2024 VOLUNTEERS

- **Deep Bible Adventures** is in FLC Room 852.
- **Imagination Station** is in FLC Room 854.
- **Reef Rec** is in the Gym.
- **Tidal Treats** is in Wesley Hall.
- **Fin-tastic Finale** (Closing each day) is in the Worship Center.

LOCATIONS FOR PRESCHOOL

- **Check in and out is done from Wesley Hall**
 - Preschool crews have classrooms in the Children's Wing in FLC upstairs just outside the elevators.
- **Craft & Play** is in Wesley Hall.
- **Bible Adventures** is in Treehouse Room 835.
- **Sticky Scripture** is in Large Group Room 837.
- **Reef Rec** is on the Learning Ladders Playground.
- **Tidal Treats** is in the Map Room 831.

IMPORTANT INFORMATION FOR ALL

- We use "Raise your hand" to get everyone's attention and to please be quiet! Help enforce this when you see it. We do not yell at the children unless safety calls for it. Practice this Monday and each morning as needed.
- Emergency sheet - keep it with you in case of emergency.
- Safety & Security – if you notice anyone that seems to not "belong", contact Angie, Andrea, or Taylor.
- Bathroom breaks - adult/youth volunteers - do not go into bathrooms with the children unless you have no other choice. Then keep one adult/youth in doorway with door open so you are half in/half out.

MISSION PROJECT

- We are collecting new socks and underwear for Downtown Ecumenical Services Center (DESC). The socks and underwear needed are for men, women, boys, and girls.
- The items are distributed to clients to help maintain personal dignity. Many who struggle with food and shelter often have nothing left for clothing.
- Encourage the children to bring. We will call the children up during opening Tuesday-Friday morning to put their items in the bins that will be located at the front of the stage.

CELEBRATION

- We are having a VBS Celebration Thursday night, June 6th. We would love for station leaders to be able to be in their rooms this evening for families to come around and see decorations. If you are not able to be here for this, please let Angie, Andrea or Taylor know and we will get a volunteer to be in your station.
 - 5:00-5:30 pm - Families to tour the VBS Stations.
 - 5:30p - Celebration will begin in the Worship Center.
 - 6:15p - refreshments and picture slide show in Gathering Area.

WORSHIP SERVICE

- We invite you and your family to join one of our Sunday, June 9th services at Longleaf Church St Johns 9am or Mandarin UMC, 9am or 11am.

Please have fun this week! Pray during the week for your volunteer role, and your importance in these children's lives and to their parents.

Thank you again for volunteering for VBS!

ELEMENTARY CREW LEADERS

Each crew will receive Crew Bag with:

- Crew Folder
- Pen and note paper
- Folder for your papers
- Permanent marker for writing children's names on their items (not for writing on persons)
- Hand sanitizer
- Name tags.-if you are missing a name tag, write on attendance sheet
 - Your crew bag can carry your crews' Imagination Station items each day.
- You will distribute Imagination Station item and Bible Buddy to the children while you are collecting the above items before they go home.
- You will collect crew name tags, Watch For God wristbands each afternoon before departure (put in crew bag) and distribute each morning.
- Take your crew bag with you to all your stations
- Crew bags stay on the row at the end of VBS every day.

ARRIVAL

Before Sing & Play Splash begins

- Check in at *Captains Cove* every morning.
- Retrieve these items from VBS mailbox at *Captain's Cove*.
 - *Daily Crew Sign In & Out sheet-STAYS WITH YOU UNTIL ALL KIDS LEAVE
 - *Daily Crew Attendance sheet-TURNED IN WHEN LEAVING SING & PLAY EVERY DAY
 - *Daily Schedule-see handout
 - If it is empty, your co-leader has your items.
- Be on your row by 8:45 (Monday 8:30)
- Have your folder, pen and sign in sheet ready before children arrive, please ☺

Daily Crew Sign in & out sheet.

- Campers will start arriving around 8:40.
 - On Monday, the parents will come into the FLC and ask volunteers what crew they will be in. Volunteers will let them know what crew and where to go.
 - Parent will then bring their camper to the designated rows to the Crew Leaders
 - Crew Leaders are to introduce themselves to parent and child.
 - **Explain to parent:**
 - Your Crew Leader team will be with their camper all morning, every day.
 - That you will be in the same spot each day at pick up and at drop off.
 - Parents will need to sign the camper in and out each day.
 - Ask each parent if the camper is going to BB, DSC or ACFC.
 - Verify camper is marked with BB, DSC or ACFC correctly on sign in sheet.
 - If not, have parents come see Camp Leaders at *Captain's Cove*.
 - **Have Parent:**
 - Sign in on your crew Sign In sheet,
 - Put a cell number where they can be reached under the child's name.
 - If there are any food allergies or special snacks, STOP.
 - Very Important -make the note on your in/out sheet.
 - SEND THEM TO FIRST AID STATION TO TALK TO FIRST AID IF THEY HAVE NOT ALREADY DONE SO!!
 - **ASK Parent:**
 - if they are picking the child up that day

ELEMENTARY CREW LEADERS

- IF SOMEONE ELSE IS PICKING UP THAT CHILD ANY DAY, YOU NEED A SIGNED NOTE FROM THAT PARENT – NOTE PAPER WILL BE IN YOUR CREW FOLDER.
- Get to know the children's parents from the beginning. You are that child's care giver for the week. Be prepared to share something special each day about each child at pick up time.
- Write down any special notes for each child in your folder and always keep with you.
- Tell them lunches go in boxes outside worship center by Stone Cross.
- Daily Attendance Sheet
 - Mark attendance for crew and leaders on the daily attendance sheet.
 - Add or write a note for any children we have added and dropped off your list.
 - Turn into *Captain's Cove* on the way to your first station.

DURING DAY

- IF AT ANY POINT YOU ARE MISSING SOMEONE-SIT YOUR CREW DOWN WHERE YOU ARE-CALL ANGIE 904-237-9481/ANDREA 904-540-9912 OR SEND YOUR HELPER TO *Captain's Cove*
- While walking from station to station, constantly count your children and co-leader and verify by name they are all there. Make this fun. Turn it into a game.
- Assign crew roles to the kids
- Assign each crew leader 2-4 kids they are responsible for NEW THIS YEAR
- STRICTLY FOLLOW YOUR SCHEDULE
- Make sure you have all your children over and over and over and over.
- Crew leaders should travel with one in the beginning of group and one in the end of group.
- Crews should sit the same way, one at the beginning of row and one in end of row and one in the middle of row or next to any child that may need extra attention.
- Crew leader job is to keep track of children, keep them focused on station activities, encourage their participation by example,
- If you have a health or medical need, one crew leader can take the child to First Aid once you get your crew to a station. If an emergency happens, your crew sits where they are, and one crew leader brings the child to First Aid. You can then return to your crew to continue traveling and our First Aid volunteer will handle the child's medical needs and then bring them to you at your next station.
 - Things that need to be reported for First Aid are fall, cut, scrape, bumped heads, not feeling well, etc.
 - First Aid on Monday morning is in Gathering Area, after that, it is in the gym

TIDAL TREATS

- Tidal Treats is one of the Stations you will rotate to during the morning. Elementary Crews go at your scheduled time and will sit at a table with your crew.
- When you enter Wesley Hall, you will find a table for your crew to sit.
 - There will be water pitchers and cups at your table. One crew leader can start pouring water into cups. Kids can drink as soon as you give to them. If you need more water for your water pitcher, there is a water cooler you can refill it with.
- One crew leader goes to the serving counter to pick up the exact number of snacks you need for your crew. Be sure to tell snack leaders how many you need. Do not leave your crew sitting at the table without a crew leader.
- There is a lesson to be shared about the snack. It will be at your table. Read the snack lesson and explain that day's snack, pray and then enjoy the snack.
- After snack time, you are to clean up your trash.

ELEMENTARY CREW LEADERS

- Once everyone is done with snack and you have cleaned up, this is a good time for everyone in your crew to go to the bathroom. Use the bathroom closest to your next station.
- As you leave, remind the children to THANK leaders for the snack!

DISMISSAL

At the end of Fin-tastic Finale each day

- We do not let parents pick up their child from your travel or station time. Pick up is ONLY HANDLED AFTER Fin-tastic Finale. If a parent tells you in the am, they need to pick up their child early, send them to *Captain's Cove* and tell us! We will tell them when to be here prior to Fin-tastic Finale to get their child early and WE will get the child from you. Not parents.
- Distribute all children's take-home items like Bible Buddies and Imagination Station item along with daily handout.
- Collect their lanyards and Watch For God wristbands. You will keep these in your bag for them for the next day.
- We will call for all Basketball Campers, then Delta Campers and then Arts, Crafts and Fun campers to the front before parents enter.
 - Make sure the above collection/distribution is done.
 - Send up **only** children with BB, DSC or ACFC marked on your crew sheet.
 - Write BB, DSC or ACFC where parent signature goes.
 - If you are a volunteer for BB or ACFC, you cannot leave your crew until all the children have been checked out. If all crew leaders are volunteering at the afternoon camps, only one of you should be going at this time while still making sure your vbs kids are handled. Let's talk if you have any questions about who goes.
- Have your Daily Crew Sign In & Out sheet out and ready for signatures.
- When parents come to pick up their children
 - Parents must sign their children out every afternoon on this sheet.
 - Write down any special notes for each child in your folder and always keep it with you.
 - If you have any problems at dismissal, raise your hand and one of us will come to you to help.
 - Do not leave your row until all the children have been picked up.
- By 12:10, bring the remaining children up front to sit with us along with your Sign In & Out sheet.
- When all your children are gone, turn your Sign In & Out sheet to *Captain's Cove* before you leave each day.
- Leave your crew bags on your row each day – do not take them home.

Caring for the children and each other

- Guard them and your co-leaders like they are your own family members.
- Interact with them and get to know them, pray with them and for them. Do not pick favorites.
- I am here if adults or youth have any issues with any children, youth or adults.

Please have fun with this, pray over the week, your volunteer position, and the importance of your role in these children's lives and to their parents.

Thank you again for volunteering for VBS!