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CREW LEADER

GUIDEBOOK 2022



WHAT IS A CREW LEADER?

During VBS, you'll visit different stations with a group of kids. You are not in charge of preparing or teaching station activities; in fact, you get to be there and enjoy them as part of your VBS Crew!

A CREW LEADER IS . . .

a friend and helper

someone who offers kids choices

someone who asks questions

someone who encourages kids

participates in activities in each room

aware of any allergies or special needs of the kids

to supervise kids at all times

A CREW LEADER IS NOT

the boss or teacher

someone who makes all the decisions

someone who gives all the answers

someone who yells at kids or puts them down

talks with other adults and ignores what is going on in the room

relying on someone else to know about allergies or special needs

to leave children unattended

WHEN TALKING WITH KIDS, SAY...

let's keep moving so we can do as many activities as possible

listen carefully so you'll know what to do next

stay with the Crew; we need your help

that's a unique way of doing things

it is important we all follow the instructions and work together as a team

please move over here so you can see better

let's all sit in a circle so we can see and hear each other better

those crafts sure are cool! Let's keep them put away so we can hear about the next activity and not miss anything

DON'T SAY

stop talking and get back to work

be quiet and listen

don't run around the room

you're doing it wrong

don't do that

shut up and listen!

WHAT IS HAPPENING AT VBS?

DAY 1 –

Bible Point: God Loves You No Matter What.

Bible Verse: *“Your unfailing love will last forever.” (Psalm 89:2)*

Bible Story: Joseph’s family feuds. (Genesis 37)

DAY 2 –

Bible Point: God is With You Everywhere

Bible Verse: *“For the Lord your God is with you wherever you go.” (Joshua 1:9)*

Bible Story: Joseph is imprisoned. (Genesis 39-40)

DAY 3 –

Bible Point: God is In Charge!

Bible Verse: *“How great is our Lord! His power is absolute.” (Psalm 147:5)*

Bible Story: Joseph gets new responsibilities. (Genesis 41)

DAY 4 –

Bible Point: God is Stronger than anything!

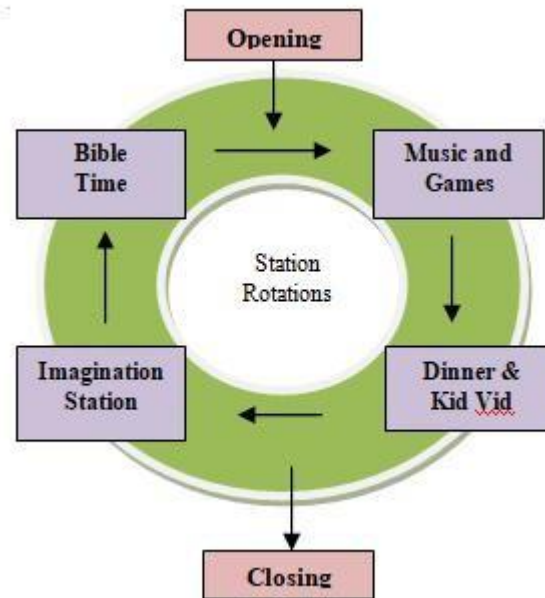
Bible Verse: *“And I am convinced that nothing can ever separate us from God’s love.” (Romans 8:38)*

Bible Story: Jesus dies and comes back to life. (Luke 23:1-24:12)

DAY 5

Family Night Of Fun!

HOW DOES THE VBS WORK EACH NIGHT?



WHAT DO I DO DURING . . .

REGISTRATION

- Arrive as early as possible, but **no later than 6:00pm** in the Worship Center. It all begins promptly at 6:30pm.
- Put on your name badge and wear the badge with a smile. You are the face and the first impression each family will have of Chicopee Baptist Church each night.
- Make sure all your supplies are present. (Crew bag, name badges, etc . . .)
- As your crew members arrive, greet them with a smile and introduce yourself. Be sure to learn and use names of the kids in your crew.
- Make sure parents have the security card and make sure they, or whoever is picking up the child, have this card to pick up the child later that evening.

OPENING

- Listen and follow the motions as demonstrated by the VBS Dance Team. If you get involved, the kids will too.
- Even if you think you cannot sing, belt out each song with gusto! Make a joyful noise to the Lord.
- Ask kids to not talk about things unrelated to what is happening, but encourage them to interact and enjoy what is happening on the stage.
- To assist everyone in having a positive experience, your patience and cooperation is expected and appreciated. Be aware of the nearest door to your crew and the first station you need to be at so you will know the best path to take to get there.
- ***Complete your roll and leave it on your chair before you leave for your stations. Be sure to take your copy with allergies and special needs listed for your crew with you.***

MUSIC & GAMES

- Music we take place in front of the stage.
- Keep your crew bag with you, so kids can keep their hands free.
- Interact with your kids and act silly, this will help them to feel comfortable acting silly too
- Games will take place outside the front entrance of the sanctuary (weather permitting).
- Put your Crew Bag in a safe place, out of the playing area.
- Perform any tasks the Games Leader assigns to crew leaders.
- Cheer kids on as they play each game, and be sure to take a turn yourself.
- Help collect and return supplies to the games leader.

DINNER

- Remind kids to wash their hands before handling food. Wipes/hand sanitizer will be provided in the room. ** Some children are allergic to hand sanitizer. If so, allow that child and a partner to wash their hands in the bathroom. **CHECK YOUR ROLL FOR ALLERGY ALERTS!**
- Perform any tasks that are specifically assigned to you. Return knives and pitchers to the kitchen staff after you have finished with them.
- Use your dinner time to talk with kids about the highlights of the day so far and continue to build relationships.
- Remind kids to clean up any trash.
- Keep your crew together until it is time to move on to your next station.

IMAGINATION STATION

- Perform any task the leader assigns to crew leaders.
- Help kids complete their project.
- Participate with kids

BIBLE TIME

- Keep your crew bag with you, so kids can keep their hands free.
- Although the questions are primarily to get kids thinking, it's always OK for you to answer a question or share your thoughts. Your brief personal stories may help draw kids out and help them participate in discussion
- For 1st grade through 5th grade crew leaders, Wednesday night kids will be given an opportunity to respond to the presentation of the Gospel. Please continue to follow the schedule with your crew moving to the next station(s). Kids will be returned to your group when they have finished talking with the salvation counselor.

THE CLOSING

- Lead kids to your assigned seating area.
- Participate enthusiastically in singing or other group activities.
- Perform any tasks any of the leaders may assign.
- If kids are excessively noisy or disruptive, remind them politely, that other crews are trying to see and hear the show.
- Collect kids' name badges each day and store them on your crew's sign.
- Only release kids to caregivers who have the matching security card for each child or to the proper person if an alternate pick-up was arranged ahead of time. If a person does not have the security card, please do not assume everything is OK. Notify the nearest security person. They have been trained in the proper procedure to handle the situation. We do not want a child to go with an estranged caregiver.
- Children that were brought by the church van will have an additional armband. The van drivers will call for them at the end of the night to take them home.

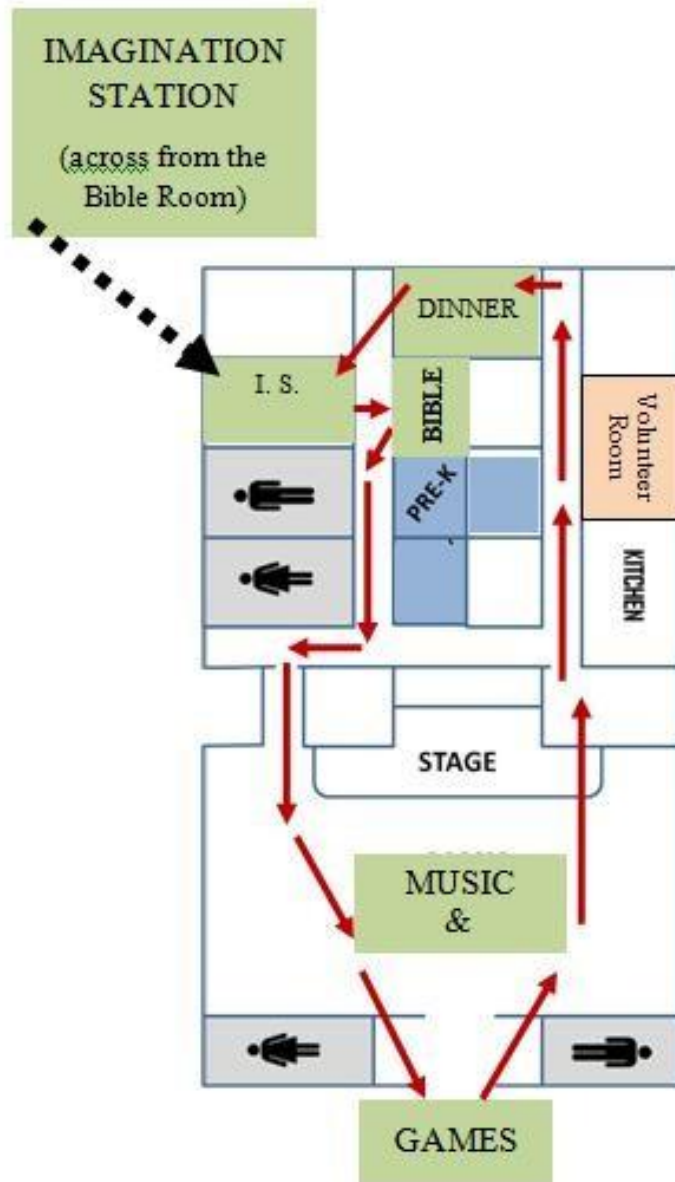
DAILY SCHEDULE

MOVE TIME	CREWS A	CREWS B	CREWS C	CREWS D
6:50	OPENING	OPENING	OPENING	OPENING
ALLOW 3 MINUTES TO MOVE TO NEXT STATION				
7:20	DINNER & KID VID	IMAGINATION STATION	BIBLE	MUSIC & GAMES
ALLOW 2 MINUTES TO MOVE TO NEXT STATION				
7:45	IMAGINATION STATION	BIBLE	MUSIC & GAMES	DINNER & KID VID
ALLOW 2 MINUTES TO MOVE TO NEXT STATION				
8:10	BIBLE	MUSIC & GAMES	DINNER & KID VID	IMAGINATION STATION
ALLOW 2 MINUTES TO MOVE TO NEXT STATION				
8:35	MUSIC & GAMES	DINNER & KID VID	IMAGINATION STATION	BIBLE
ALLOW 2 MINUTES TO MOVE TO NEXT STATION				
9:00	CLOSING	CLOSING	CLOSING	CLOSING

"To inspire a child is to plant the seed for a brighter future . . ."

Have the kids ready before they enter each station. In order to provide a full and fun experience for each child, the schedule has been arranged to provide as much time as possible in each station. Therefore, it is VERY IMPORTANT each group leaves on time from each station and is ready when they enter each station. It is the **crew leader's** responsibility to keep up with the time.

ROTATION MAP



All crews will be given specific information when they are dismissed from the opening on which way to get to their first station. Listen carefully to know when you should leave and which way you should go.

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Staff Parking

In order to exceed the expectations of any parent bringing their children to Chicopee, we ask you park on the grass areas if physically possible. We are expecting God to do great things and for Him to bring us the largest number of children we have ever had. Believing He will, we want to be ready by having the parking spaces reserved for the parents bringing their kids.

Can I help clean up the rooms?

Immediately following 9:00 pm on Thursday night, we will begin a major breakdown of the rooms. We will also be working Friday and Saturday as well. We need to return each room to its original condition for Sunday morning. **We need your assistance in this.**

Can I keep my name badge?

You may keep your T-shirt and your name badge. We would like to ask you leave the lanyard, the thing that goes around your neck to hold the name tag, on your chair the last night of VBS.

What if someone gets hurt, needs a first aid kit, or needs medical assistance?

First Aid supplies, a phone, and a list of important information for each child will be available at the administrative / check-in table. Crew leaders will also carry basic first aid in their bags.

Is there any security?

We will have security numbers for each child that must be matched before any child can be released to anyone. All children are checked in and out through their *crew leader ONLY!* We also have security personnel, dressed in everyday attire, in place throughout the building.

What do I do if a crew member won't participate in discussion or games?

The more you can learn about the kids, the better. Ask them things about themselves all during the night. This will allow them to become connected on a personal level to you and the other crew members. Ask follow up questions to draw out shy or reluctant crew members. Use inquiries such as, "That sounds interesting! Tell me more." If crew members don't respond to your encouragement, don't force them to participate. You may have introspective children in your crew who need time to think quietly about the things you're discussing.

Always encourage crew members to use kind words and actions toward one another. Set the example by avoiding sarcasm or putdowns.

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 words toward each other."**

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

Begin by asking the child to redirect their energy toward what would be acceptable behavior. Be very clear on what is expected.

Be careful to not teach the child God is about rules and forget about love and forgiveness. If the issues are still out of control, please get the attention of a leader and they will contact the VBS Director to handle the disturbance further.

Just remember, the child getting on your last nerve and showing the least amount of respect and courtesy probably needs to be here more than anyone!

What do I do if I suspect a child has been abused or confesses to me they are being abused?

According to Georgia state law, you are a mandated reporter. If you do suspect abuse, Chicopee Baptist Church has a procedure for reporting that pursues the safety and well being of everyone involved. As discussed in training and in the *General Guidebook*:

1. Do not discuss your suspicions with other unpaid staff, members, attendees of Chicopee, friends, or family.
2. Record all the details of your suspicions on paper.
3. Give your report to the pastor and/ or the head of the deacons of the church. The pastor and head of the deacons will both be made aware of the report by the other. Your written report will be locked up and kept confidential.
4. Upon you reporting to the pastor or head of the deacons, a decision will be made on who will call Child Protection Services. Follow-up will be made concerning the reporting of the suspicion.
5. In the event you feel the abuse is physical (i.e. bruising) and/or immediately dangerous to the child, 911 should be called immediately so an officer can intervene and make a decision of protecting the child.
6. In the event you are suspicious or unsure, do one of the following:
 - a. Speak with the pastor
 - b. Speak with the head of the deacons
 - c. Call 911 and have an officer come and confirm or clear your suspicions

Although you want to be friendly with the kids in your crew, it is important to remember to touch children in appropriate ways. A good guideline is to never place elementary age kids in your lap, even if they are yours, or touch any child where a bathing suit would cover.

The utmost care and concern for you and the child will be taken. If a child proceeds to tell you something, “**but you can’t tell anyone else,**” please DO NOT promise them you will not tell anyone. Be very careful because God may have placed you in the path of the child as a rescuer.

FOR YOUR SAFETY - - - -

Use the two person rule!

An accusation can destroy your life. Be aware of any situation that may leave you or someone else exposed to a possible accusation. By having two adults present at all times, emergencies, accusations, and behavior can be handled more appropriately.

What if I cannot be here?

You have been placed by God as a caretaker of the children assigned to your crew. Of all the people in the world, God chose you to be part of their life this week. We understand many things come up in life. If you are unable to attend, please do not assume someone will take care of them for you. Please do not ask another crew leader who has their own crew to cover for you. The kids cannot be cared for as well when one adult is caring for 15-20 kids. Let your Crew team and the director know when you are not going to be here so arrangements can be made.

CONTACT:

Kim Johnson (678) 936-2507

You are the face people will associate with Jesus Christ and Chicopee Baptist Church. Wearing your VBS T-shirt, name badge, and smile will make a big impact.