

2022



GENERAL GUIDEBOOK



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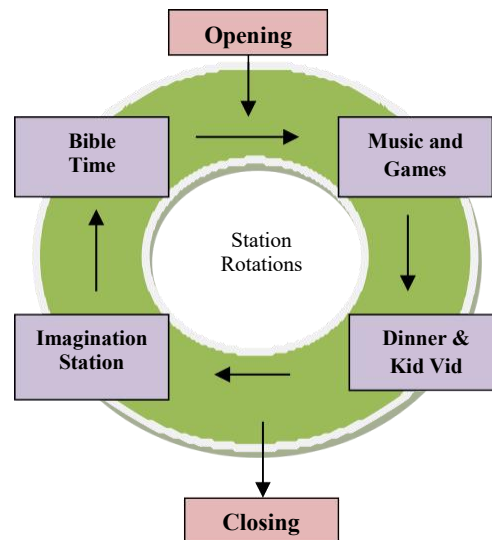
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WHAT IS VBS?

VBS is more commonly known as Vacation Bible School. VBS has a specialized theme and six main stations. Four stations will do their portion four times a night in approximately 20 minute blocks. The children will travel in crews. Each crew will be defined by grade and age and visit all of the stations each night. This will help us gear each activity to the individual needs of each child.

HOW DOES VBS WORK?

Everyone begins in the worship center for the **opening assembly**. Everyone will begin in their assigned first station. They will follow a **rotation** schedule for three more different stations. Everyone comes together at the end for the **closing assembly**.



WHAT ARE THE DIFFERENT STATIONS?

OPENING: All the children and crew leaders begin in the main worship center and enjoy music, fun, drama, and direction.

MUSIC & GAMES: Each night the kids will learn the VBS songs with motions that they can sing and dance to for months to come. In addition, they will get to participate in a game. Children will have a blast playing games that help reinforce the night's bible point and bible story.

DINNER & KID VID : Each night the children will watch a video that leads to discussion on a real life level of how the nights lessons apply to their life. Then children will also be served dinner for the night.

IMAGINATION STATION: Each night this leader/team will help the kids connect FUN science- fun-gizmos to the truths in the daily Bible Story.

BIBLE TIME: Children will enter this station to hear the Bible story of the night and experience the story through creative drama.

CLOSING ASSEMBLY: All the children and crew leaders reassemble in the main worship center to enjoy music, missions spotlight and ending drama that drives home the point of the night, and surprises for 20 minutes.

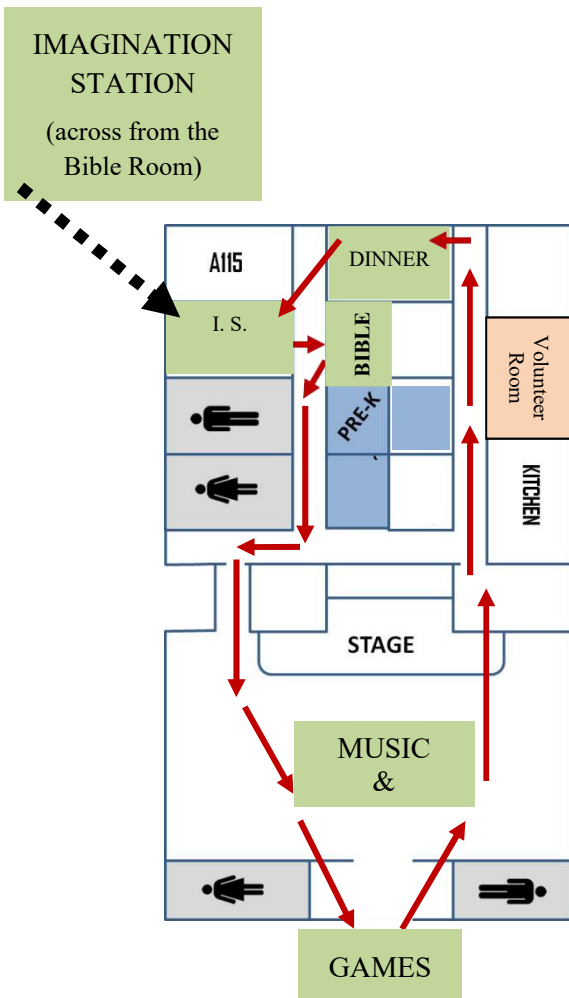
HOW DO WE KNOW WHERE THE CREWS ARE IN THE WORSHIP CENTER FOR THE BEGINNING AND THE ENDING?

The children will be assigned a crew number/name on their name tags during the registration process. Signs will be placed throughout the worship center indicating the crew letter location in the room. The crew leaders in those sections will identify the crew number and connect them with the correct leader and group.

NIGHTLY 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

STATION ROTATION DIRECTIONAL MAP AND LOCATIONS



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.

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.

WHAT ARE MY DUTIES?

SIGN IN / ADMINISTRATIVE PERSONNEL: Greet, welcome, register and direct children and families during the week of VBS. Also, do various administrative jobs which include tracking attendance for kids and unpaid staff, as well as, helping to prepare for activities later in the week.

CREW LEADERS: Ambassador of Christ (Guide) to 5 kids. Build relationships, take attendance, be aware of any special needs or allergies, move kids from station to station, assist in the rooms, and have fun with the kids. Light preparation needed: planning simple “down time” activities, reading leader’s manual and praying for God’s direction each night.

STATION / ROOM PERSONNEL: Lead and/or assist in decorating the room and in directing a group of people to do the room/station’s responsibilities for the night.

WHO CAN PARTICIPATE IN VBS?

Kids who have just completed any grade between Kindergarten – 5th grade are invited to participate. Every child who attends VBS will need to be enrolled, including unpaid staff children, through 5th grade. To avoid long lines, children can be pre-registered on the web at www.chicopeebaptistchurch.com

WHAT TIME DO I NEED TO ARRIVE?

In order to show people they are of great value to God and us, please try to be early. On the first night, Sunday, June 12th, please arrive by 4:30pm for prayer and any additional directions. For the rest of the week, please arrive between 5:30pm and 6:00pm. Children will be arriving early and **their supervision is of utmost importance.**

WHAT TIME DOES VBS BEGIN AND END?

The VBS opening celebration will begin promptly at 6:30pm each night. The closing celebration will end by 9:00pm.

WILL KIDS BE DROPPED OFF OR BROUGHT IN BY THEIR PARENTS?

Kids will be checked in by the parents in the worship center to the registration volunteers. Parents will also be required to come inside to pick-up their children each night from their crew-leader ONLY! This gives us a fantastic opportunity to fellowship with the parents and expose them to the greatest asset of our church . . . YOU!

The kids will be given a security arm band that will grant them access to everything all night. The arm band will have a security number on it. The parents will receive the matching number when the child is checked in. When the child is picked up, the parents number will be turned in, matched with the child's number and then the child released to the parents.

There will also be a group of children that will be transported to VBS by our church van. These children will have an additional armband to designate that they ride the bus. The van drivers will pick them up at the end of the night.

WILL THERE BE A T-SHIRT FOR THE UNPAID VBS STAFF TO WEAR?

Yes, they are \$10 each and are currently available through pre-order. See Ms. Kim for an order form.

WHAT IF SOMEONE GETS HURT, NEEDS FIRST AID, 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 desk. Crew leaders will also have basic first aid in the crew bags they carry with them.

WHEN CAN THE ROOMS BE DECORATED?

Each room, from babies up, is the responsibility of the station leader to decorate. The church will be open Monday, June 6th, Tuesday, June 7th and Friday, June 10th from 10:00am - 3:00pm and 5:00pm - 8:00pm. Wednesday, June 8th and Thursday, June 9th from 5:00pm-8:00pm. Unfortunately, we will NOT be able to offer childcare. Children will need to stay with you, while you are decorating, for their safety. Decorating your room will help to create a fun and exciting atmosphere. If you need assistance please email vbs@chicopeebaptistchurch.com and we will make every effort we can in providing some help on Saturday or Sunday. If you would like to help with the overall decorating, email vbs@chicopeebaptistchurch.com.

WHAT DO I DO WITH THE TRASH EACH NIGHT?

At the end of each night, please bag up all trash and place it in the hall or outside the kitchen door.

WHERE DO I PARK?

In order to exceed the expectations of any parent bringing their children to Chicopee Baptist, we ask for all unpaid staff members to park in the youth church parking lot if physically possible, or in the lot across from the church by the trees. Spaces closest to the sanctuary will be open for visitors and handicapped. 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.

IS THERE A MEAL EACH NIGHT?

Yes, Sunday through Thursday nights there will be a meal. We will still have a meal on Thursday Night which is Family Night.

WHAT MEASURES WILL BE IN PLACE FOR SECURITY?

There will be a security team stationed throughout the building. They will be dressed in everyday clothes. Parents will have cards with the security number that matches their child's armband, to match up for dismissal.

WHAT IF SOMEONE SHOWS UP WHO APPEARS TO BE INTOXICATED OR A SECURITY THREAT TO THE CHILDREN?

Get the attention of security, a deacon, or leader and inform them of your suspicion. The deacon or leader will begin to talk to the individual and ask general questions to stall them while you call 911. Inform the operator of your suspicion and the urgency of their attention to the situation. DO NOT attempt block someone from picking up their children, be ready to stand in the gap for their safety.

WHAT IF I SUSPECT A CHILD IS BEING ABUSED?

Bill 1176 for the State of Georgia defines mandatory reporters of child abuse as every “persons employed by or **volunteering** at a business or an organization, whether public, private, for profit, **not for profit**, or voluntary, that **provides care**, treatment, **education**, training, **supervision**, coaching, counseling, recreational programs, or shelter to children.” (H.B. 1176, pg 33, line 1138-1141)

Beyond the letter of the law is our call and duty of Jesus Christ to care and love children as He did. God may place you in the gap of a child who is being abused in order for them to experience God’s love by being rescued from the abuse.

CHILD ABUSE IS DEFINED AS:

- (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
- (B) Neglect or exploitation of a child by a parent or caretaker thereof;
- (C) Sexual abuse of a child; or
- (D) Sexual exploitation of a child.

The confidentiality and safety of all involved is of the utmost priority. If you suspect a child is being abused, then follow the following procedure:

Suspicion by someone inside or outside the church

1. Do not discuss your suspicions with other unpaid staff, members, attendees of Chicopee Baptist Church, 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 deacon 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 contact 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

Suspicion concerning the pastor or head of the deacons

1. Do not discuss your suspicions with other unpaid staff, members, attendees of Chicopee Baptist Church, friends, or family.
2. Record all the details of your suspicions on paper.
3. Give your report to the one you do not suspect. 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 contact 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 or,
 - b. Speak with the head of the deacons or,
 - c. Call 911 and have an officer come and confirm or clear your suspicions

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.