

VBS 2026

SPY

ACADEMY

VOLUNTEER

GUIDE

VOLUNTEER TRAINING MEETING

JUNE 6TH AT 9AM

AT THE DOYLESTOWN CAMPUS - 700 GATES ST

{ DONUTS & COFFEE PROVIDED }

WHAT YOU CAN EXPECT:

- **TEAM HUDDLE & PRAYER**
- **ROLE SPECIFIC TRAINING**
- **WALK THROUGH OF CAMPUS**
- **PICK UP VOLUNTEER SHIRT**
- **PICK UP VOLUNTEER PARKING PASS**
- **RECEIVE CHILD PICK-UP CODE (IF APPLICABLE)**

PLEASE COME A FEW MINUTES EARLY SO THAT YOU CAN CHECK IN PRIOR TO START TIME

A NOTE FROM THE STAFF

Thank you so much for volunteering for VBS.

As you'll soon find out we do VBS unlike anything you've ever seen before. It's a little wild and a little crazy and lot of fun! We want kids to create awesome memories as they hear about the life-changing message of Jesus.

Typically hundreds of kids join us each year— which means we need hundreds of Jesus-loving, fun-loving volunteers like YOU to help make this event possible. So again... we say thank you for giving us your time, energy, and talent during VBS.

It's a big responsibility to host hundreds of kids and teenagers, and we don't take it lightly. We've created systems to help us function safely and effectively. Even though it's a challenge, it's important that all 300+ volunteers are on the same page as to how the systems work and what they mean.

We hope this handbook, combined with the role-specific training at the meeting, helps you feel prepared and equipped for your very important volunteer position.

Above all else, we hope you always remember that as a volunteer you are representing Jesus (and our church body) to the people around you. Make sure you come to Spy Academy each night with your smile intact and your patience level dialed in to max capacity.

We are looking forward to a great year.

Thanks for being on the team. You won't regret the time you'll be investing in the faith of the next generation.

Questions along the way?

Contact our Ministry Coordinator & unofficial VBS Volunteer Guide

Rebekah Hoerger

330-858-2110

rhoerger@crossroadsonline.tv

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GENERAL OVERVIEW OF VBS

SPLASH ZONE

For kids entering K-2nd grade

Located in the K2 Room and upper soccer field



Upon arrival kids are assigned to a team (blue, green, red, yellow, or purple.) After opening songs all together in the K2 Room, the five teams are divided up and take turns rotating through a time of teaching, crafts, snacks, games, and the slip'n slide.

SOAK CITY

For kids entering 3rd-5th grade

Located on the middle soccer field



Kids are assigned to a team (red, blue, green, or purple) and spend all week in competition. Each night has these main components: running the obstacle course relay, teaching, snack time, and the legendary "human jelly roll."

FLOODFEST

For kids entering 6th-8th grade

Located in the Worship Center and on the lower soccer field



Kids are assigned to a team (red or blue) and spend all 3 nights in competition. Each night consists of worship & teaching, snacks, and then crazy team challenges out on the FloodFest Battle Field.

VOLUNTEER ARRIVAL & EXIT

Our volunteers have their own entrance/exit at VBS. Rather than the main entrance, it's a dirt road on the north side of the house that sits out front. (Still off of Gates Street.) Keep an eye out for the blue "Volunteer Parking" yard sign near the entrance.

Volunteers will need to pick up an orange "VBS volunteer" parking pass to place in the front dash of your vehicle. We will be passing them out at the meeting on Saturday or you can grab one at the VBS table on Sunday.

Once our parking guys see your volunteer pass you will be routed to park somewhere on the north side of the building in our Volunteer Parking Lot. Please don't put our team and their family at risk by driving distracted. Please put your phones down and drive SLOWLY. If you have kids, make sure to keep them close.

Because of the orange fencing that will be up, you will only have ONE option for entering the building and that is to use our Volunteer Crosswalk near the youth wing doors. (Please wait there patiently for the parking team to tell you when it's safe to cross.)

In the youth wing hallway, you will see a table with name tags and markers. **Please make yourself a name tag every single night.**

If you have kids, you will need to sign them in every night before heading to your volunteer position.

If your kids or your volunteer team starts outside, go through the foyer back by the worship center and cross under the side carport. Once again you will need to wait for a cue from the parking team before crossing. (The side car port is your ONLY option for getting to the fields because of the safety fencing that is up.)

When it's time to go home (yes, I know you'll want to stay, but we do ask that you go home each night) you'll do everything in reverse. The only way back to your car is out the youth wing doors (with permission from the crossing guard) and back out the same dirt road. The sun will have started to set at this point, so please triple check before moving your car and please drive slow.

In regard to our safety measures like orange fencing and traffic crossings... there is probably at least one point during VBS that they will inconvenience you. But it's so important that our volunteers take the lead when it comes to safety... because if you decide to buck the system you never know if a tiny human might unknowingly follow you into danger. *We thank you in advance for your understanding and patience.*

CHILD DROP-OFF

There are only two ways kids arrive on the property:

- 1- they get dropped off in the car line (GUEST CHILD)
- 2- they arrive with a volunteer (VOLUNTEER CHILD)

Both groups of kids will be assigned a number during the drop-off process that we will then use as our way to safely match guardians with kids during pick-up. Families will keep the same number the entire week of VBS for speedier drop-offs.

GUEST DROP-OFF PROCESS

Our drop-off system allows parents to stay in their cars throughout the whole drop-off/pick-up process.

Here's how that works: Each car dropping off kids will receive a **gold numbered sign** to place on their dashboard all 3 nights. We will write that same # on the hand of every child as they exit the car.

We will be unloading kids in three different locations around the building in efforts to speed up our drop-off time. Once exiting the cars, kids will be escorted directly to their registration area by a volunteer from the drop-off team.

VOLUNTEER CHILD PROCESS

Kids arriving with volunteers are escorted from the volunteer parking lot to the correct registration area by the volunteer who brings them.

Each volunteer bringing kids will be assigned a pick-up number. Instead of having a physical tag that can be misplaced during the night— volunteer pick-up numbers will be written on an orange wristband for volunteers to wear. All the children in the same family/vehicle will have a matching orange wristband with the same number on it as the volunteer adult.

We will start passing out these pick-up codes and orange wristbands at the volunteer meeting and will also have them available prior to the start of each night of VBS near Kid City check-in.

REGISTRATION

*All kids, including volunteer kids, need to check-in at their registration area **every single night**, so that we have a record of all the kids on the property.*

REGISTRATION AREAS:

Splash Zone (K-2nd)- Inside in the Cafe

Soak City (3rd-5th)- Outside (upper field-white tent)

FloodFest (6th-8th)- Inside in the Worship Center Foyer

GOALS OF REGISTRATION

- **KNOW WHO IS ON THE PROPERTY**
- **CONFIRM WE HAVE EMERGENCY CONTACT INFO**
- **ASSIGN KIDS TO A TEAM** (KEEPING GROUPS AS EVEN AS POSSIBLE)
- **PROVIDE KIDS NECESSARY WRISTBANDS**



Note: It really speeds up the registration process if kids have already been pre-registered online prior to the start of VBS. Please make sure any children you are bringing are registered online and ask friends to preregister as well.

WRISTBANDS

As part of the registration process, kids will receive their **VBS Wristbands**. We use these different colored wristbands in order to quickly identify important info about each child.

WE WANT EVERY VOLUNTEER TO KNOW WHAT THESE COLORS MEAN AT A GLANCE.

Every child will receive at least one wristband: the **team color** they were assigned during registration.

All kids going home with a volunteer will receive a secondary **ORANGE** wristband.

If a child has noted a medical concern (food allergy, asthma etc) on their registration card, they will also receive a **WHITE** band. And that med information will be written on the wristband by the registration team.

If a child has medication (epi pen, inhaler etc.) on the property, they will also receive a **PINK** wristband from our First Aid team (located near each registration area.)

So the total number of wristbands a child could have would be four... a child of a volunteer (orange) who is on the blue team (blue) has a peanut allergy (white) and an epi pen on the property (pink)

COLOR GUIDE

Medical Alert/Allergy - WHITE

Medicine on Property

Volunteer Child

Child in Childcare

Splash Zone - Team Colors

Green Team

Blue Team

Red Team

Yellow Team

Purple Team

Soak City - Team Colors

Green Team

Blue Team

Red Team

Purple Team

Flood Fest - Team Colors

Blue Team

Red Team

SPY ACADEMY T-SHIRTS



VOLUNTEER T-SHIRTS

One t-shirt will be given to each volunteer for **free**.

You will receive your shirt at the volunteer meeting or upon arrival to your first night of VBS if you miss the meeting.

Volunteer shirts fall into three categories:

- 1- General Spy Academy Volunteer Shirt (gray with red writing)
- 2- Team Leader Volunteer Shirt (will be the color of your assigned team)
- 3- Safety Team Shirt

Please make sure to wear your shirt every single night of VBS.

T-SHIRTS FOR KIDS

There will be **optional** shirts that are available for purchase for \$10 at each of the three registration areas.

Shirts are available in youth and adult sizes and start as small as youth 2T.

Shirts are available in each of the team colors, and we also have tie-dye shirts available in smaller youth sizes.

All shirts are only available while supplies last.

[If you hear of any kids who are financially strained and cannot afford a shirt but really want one please let the t-shirt team know because we want to give them a free one with donated scholarship money.]



PICK-UP

The minutes between 8:15pm-8:30pm are really crucial minutes as every single student and volunteer will be moving around the property in order to be in the correct spot for pick-up. (Plus we have cars moving into position too.) Let's all plan to be extra attentive during these minutes and help each other through the process.

At the end of the night, each area will separate out their kids into two groups based on how the child is getting home. (We will use the orange wristbands to identify volunteer children and then everyone else is automatically considered a guest.)

GUEST PICK-UP PROCESS

The kids without orange bands will be walked to our pick-up area in the worship center. We will have sections of chairs, numbered & arranged in circles, for the kids to sit in. The first group of chairs will be for kids with numbers 1-25, the second circle of chairs for kids with numbers 26-50 etc. All the kids will find their correct pick up circle to sit in based on the number assigned at drop-off— and written on their hand. *(Kids, especially the younger ones, will need help with this.)*

When a car gets near the front of the pick-up line our parking team will let us know and a designated volunteer will “pick them up” from the circle, wait with them until their car group is ready, and then eventually walk the child(ren) out to their car.

We will have THREE pick-up loading zones operating at the same time in the Worship Center. Each zone can load 12 cars at a time, so we can move 36 cars worth of kids at once.

Zone 1- North Door

Zone 2- South Door

Zone 3- East Door (they will walk up to the front car port.)

FYI- If a child made a craft (K-2nd) or was counseled and is taking home a Bible or tract, those items will be numbered and waiting for the child to pick up in the center of each circle.

If at all possible we want kids being picked up through the car line walking into the worship center at 8:20pm. Our goal is to load the first 36 cars at 8:30pm and finish as quickly as safely possible— generally within 30 minutes.

VOLUNTEER CHILD PROCESS

At the end of the night all our volunteer kids (wearing ORANGE bands) will be walked into the gym to hang out until their volunteer parent comes by to pick them up.

We will have similar sections of chairs, numbered & arranged in circles, for the kids to sit in. The first group of chairs will be for kids with numbers 300-325, the second circle of chairs for kids with numbers 326-350 etc. All the kids will find their correct pick up circle to sit in based on the number they were assigned— and is written on their wristband.

(Kids, especially the younger ones, will need help with this.)

A volunteer from the pick up team will compare the parent wristband number to the child's wristband number at the pick up circle.

Parents, please wait until your kids are actually in the gym before you pick them up. For safety reasons, please do not try to pick up your child while their leader is trying to walk the team to the correct pick up location.

Volunteer kids can find their tracts and crafts in the middle of their child's pick up circle.

PICK-UP VOLUNTEER TEAM

If you are a volunteer helping with pick-up, please read the section later in the handbook for additional details about the pick-up process.

Note: The more help we have for pick-up the faster it goes. It's never too late to contact Rebekah and get added to the pick-up team.

FIRST AID

We will have three first aid areas at VBS-- each equipped with trained professionals.

First Aid Locations:

Station 1: Inside in the Cafe

Station 2: Outside on the upper soccer field in Splash Zone

Station 3: Outside between the lower two fields (Soak City & FloodFest)

A few general First Aid instructions that everyone should be aware of:

- * ONLY our First Aid team should handle a child's medication. We cannot afford any mistakes when it comes to a child's epi pen or inhaler.
- * **All medication should be checked in by the child at the Medication Drop-Off station** located near their registration area. Our first aid team will make sure the medications are properly labeled and give the children their PINK wristbands.
- * Should a medical situation arise, our first aid team will be the authority on how we handle it.
- * Only our first aid team has authority to contact a child's parent about a medical concern.
- * If 911 would need to be called, we ask that it be our trained professionals that make the call. (We don't want all 300+ volunteers all phoning at the same time causing confusion.)

SO TO RECAP, UNLESS YOU ARE ON OUR FIRST AID TEAM, YOU DO NOT CONTACT A PARENT, CALL 911, OR ACCEPT MEDICATION FROM A CHILD.

Our first aid team is highly qualified. Let's let the burden of responsibility lie on their shoulders alone. The rest of us will do what we can to make sure they are bored stiff.

SAFETY

Working hand-in-hand with our First Aid team, is our Safety Team. You'll see them walking around in their black safety team shirts with walkie talkies— helping with parking safety, walking perimeters, and staying near our kids as they move through VBS.

In fact, through every phase of the night, if you look around, you'll see someone from the Safety Team in your area. They are trying to be seen, but they aren't trying to scare you or the kids. You can say hi; they are friendly guys.

The safety team has tiered plans in place regarding who goes where in the event of A,B,C... but there are a lot of factors. This is what you need to know. **If someone from the Safety Team starts talking- you listen. If they tell you to move, you gather all the kids in your area, and you move.** Okay? Perfect!

NON-VOLUNTEER ADULTS — VBS OBSERVER PASSES

If you see any non-volunteer adults on the property, you can guide them to the Welcome Center, where our Safety Team will check them in and issue them a lanyard.

If the adult is picking up a child, they will also receive a wristband with the child's assigned car number. Codes will be compared by our Safety Team at check-out.

All adults on the property should have a volunteer shirt on (that's you) or an "observer" lanyard. Even adult friends from church that are not VBS volunteers need to check in and receive a lanyard each night. (This is one more reason why it's important that you wear your volunteer shirt every single night.)

GENERAL SAFETY

If you see something unsafe (a fence bungee coming loose, a sharp edge somewhere...) please do something about it or find someone who can. Please don't leave it for a child to find.

Mike Rose is our general fix-it, problem-solver staff contact. His number is 330-907-9709. [pro tip- put his number in your phone now.]

RESTROOM SAFETY

There will be two outdoor portable restrooms.

- One on the top field located near the outside carport.
- One on the middle field near the Soak City tent.

Area leaders will need to walk kids over to the portable toilet, but are asked to wait outside.

There are also three indoor restrooms. During VBS the outer doors of the restrooms will remain propped open. Again, kids will need to be escorted to the restrooms, but volunteers are asked to wait out in the hallway or at the open doorway.

Kids entering K-8th are encouraged to use the restroom independently. In the case where they are unable— two volunteers will be needed.

We ask that only adult volunteers escort children to the restroom.

Male volunteers are not permitted to escort female children to the restroom.

Volunteers are not allowed to be behind any closed door alone with a child— including but not limited to a restroom stall door.

[We understand that childcare volunteers (working with 0-4 year olds) may need to provide restroom assistance, including assisting with potty training, adjusting clothing, or diaper changes. These select background-checked volunteers will receive additional information for best care practices as part of their training.]

STORMS / COLD WEATHER PLAN

If it is raining everything will probably operate as normal. It is generally only because of a storm (thunder & lightning) that we will move indoors. We learned last year that we may also choose to move just the little kids inside if the weather is too cold and we don't want to get the kids wet.

Below is the plan if everyone has to come inside *at the same time*.

Childcare Areas: No Change

First Aid: Cafe

All Counseling: Room 103-105/Conference Room/Front Foyer

Splash Zone Registration: Cafe back closer to Youth Wing

Splash Zone Opening: K2 Room (no change)

Splash Zone Teaching: K2 Room (no change)

Splash Zone Games & Slip'n Slide Rotations: Youth Room

Splash Zone Crafts and Snacks: Cafe

Soak City Registration: Cafe near the gym

All of Soak City: Gym (Teaching, Games, Snacks etc.)

All of FloodFest: Worship Center (Teaching, Worship, Games, Snacks etc.)

Pick-Up Locations: No Change

We will have parking and safety volunteers monitoring storms during the evening. If a storm arises while we are outside, your staff leader will come around to notify you, and we will quickly (but calmly) move everyone inside to their designated area.

Please remember that kids can get easily freaked out by bad weather, so as a volunteer we *need* you to remain calm at all times.

If we get so much rain that our fields flood, or if we expect extremely cold weather, we will communicate any planned location changes to you during the day, via email.

TEACHING PLAN

Each evening kids only experience **one** time of designated teaching. When that time comes please make sure you help us create the best learning environment possible.

Telling these kiddos about Jesus is a top priority— we certainly don't want it sabotaged by our own team— even unintentionally.

If your role allows you the opportunity to be nearby— please sit in with the kids, stay quiet, face forward, and avoid movement because it will create a distraction. (You might also have to tap a few kids on the shoulder and remind them to listen in a kind way.)

In Splash Zone teaching is one of the 5 rotations so that we can teach in smaller groups.

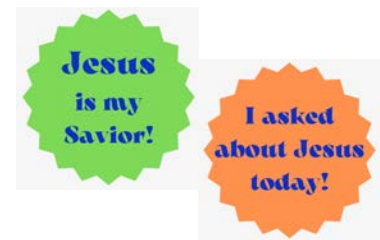
In both Soak City and FloodFest the entire area stops to hear the message at the same time.

VBS SPEAKING TOPICS:

SUNDAY- GOD'S RESCUE MISSION

MONDAY- YOU ARE THE MISSION

TUESDAY- OUR MISSION FROM GOD



After each teaching time, our speaker will give kids an opportunity to respond to what they just heard. We have a designated counseling team, plus many team leaders also step in to help. If you're comfortable talking and praying with a child, please make sure to let your area leader know. We have made some changes to the counseling kits this year, so we will want to give you a little tutorial ahead of time.

If a child visits with someone from our counseling team, they might receive one of the above stickers. We hope this helps you spark further conversation with them.

Our counseling teams will be sending home a devotional and/or tract with kids they talk to. Those items will be labeled with the pick-up number and will be transported to that child's pick-up location for them by the counseling team.

You don't have to be on the teaching or counseling team to have spiritual on-the-go conversations with kids. Consider a few of our one liners on the next page or make up one of your own to help you talk about God with kids during VBS.

And make sure to let your JOY that comes from Jesus shine brightly during VBS this year.

EVANGELISM-ON-THE-GO ONE LINERS



- How awesome is it that God made everything, including you and me and the water on this waterslide!
- I'm so glad you're here tonight! It's pretty wild that we get to have tons of fun together and learn about how much Jesus loves us and will never leave us!
- Wow, great job at (your observation)! I love that God made you to be (kind, creative, strong, fast, patient, thoughtful of others, etc.)
- Great job listening, friends! Do you know who is the best listener ever? God!! God loves you and will always be there to listen to you-- anytime, anywhere! Isn't that so cool?



- Isn't it amazing that God knows each one of us and has a purpose for our lives!
- Did you know that God loved the world so much that he sent Jesus to offer us eternal life free from sin and full of endless joy? How great is that!
- You can relate an obstacle to the Gospel. For example: This zip line reminds me of Jesus. On your own, without this zip line, you could never get down to the pool. On our own, without Jesus, we could never get to God because of our sin. But Jesus died to bring us to God forever.
- God made you special! There's nobody else just like you!



- *While we're outside* -- How cool is it that God made all of this but still cares about us?
- I'm so glad you're here! I am sure God brought you here for a reason.
- What was your favorite song tonight? *Tell them your favorite song* -- It's so cool that God created music!
- What was your favorite part of the night? Did you learn something new tonight?
- What stuck out to you from the message?

General Tips:

- Share a part of a passage that's embedded into your heart and mind. EX: "Did you know that we're God's workmanship? How awesome is it that God personally designed you to be you!"
- Take note of a particular point from the main teaching for the day or the day prior and reiterate it.

EVANGELISM TRAINING MEETINGS

LEARN HOW TO SHARE THE GOSPEL WITH CHILDREN AND TEENS

We offer two identical Evangelism Training meetings. They will talk you through how to talk to kids and students about Jesus, show you what tracts we will be using this year at VBS, the devotional take home, and how we plan to keep track of the kids who make decisions etc.

We want as many people as possible comfortable leading a child to Christ, so even if you're not signed up specifically for the counseling area, you are invited to sign up for the training meeting.

This training is great for everyone! It will help you share the Gospel at VBS, on Sundays, with your family, and on any day of the week that God gives you the opportunity to talk about Jesus with someone.

VBS - Evangelism Training Dates

Tuesday, May 19th @ 6:30pm

Location: Doylestown Campus

Room: Cafe

Address: 700 Gates St

Saturday, May 23rd @ 9am

Location: Wadsworth Campus

Room: Training Room (in the West Building)

Address: 1055 Reimer Rd



Please RSVP ONLINE so that we will have materials ready for you

VOLUNTEER APPRECIATION DINNER - JUNE 7TH

As a thank you for volunteering, and to make it a little easier to get here early the first night, we will provide you and your family with pizza on Sunday night.

Teams will be eating at different locations around the building.

Sunday only, the **registration for volunteer kids starts at 4:50pm** since you will need to sign your kids in prior to the dinner.

Please contact Rebekah by June 5th if you have a food allergy so that we can accommodate you.

Volunteers will stay in their assigned dinner area until 5:30pm, when the VBS areas open for volunteer kid drop-off.

4pm:

Front Foyer:
Parking Team

4:15pm:

Cafe:
All Registration Teams
Parking Lot Registration (All Zones)
T-Shirts (All Areas)

Room 103:

Safety Team
First Aid (All Areas)

5pm:

Gym:
All Splash Zone Volunteers
All Childcare Volunteers
Special Needs Buddy (All Areas)
Drop-off/Pick-up- (If you have a secondary role, eat with them)

Outside under Soak Tent:

All Soak City Volunteers

Worship Center:

All FloodFest Volunteers

Room 101:

Video/Photography

CHILDCARE

If your children are too young to attend VBS, we do have special volunteer childcare available just for your kiddos.

If you plan on bringing your 0-5 year old, **they must be pre-registered** so that we have the volunteer coverage needed. All the best care info provided during registration will be printed for the volunteers to use as a reference.

The drop-off and pick-up for the little ones is as follows. Locations should remain the same all week.

Babies (Under 18 months): Nursery
Toddlers (Ages 18 months —2yrs): Toddler Room
Pre-K (Age 3): Pre-K Room South
Pre-K (Age 4&5): Pre-K Room North



All the kids in childcare will receive a **light purple wristband** with their name on it, a name tag each night from their childcare location upon drop-off, and their **WHITE** allergy band if that applies. (It's okay if you cut the bands off at night— I know the littles can struggle sleeping with them on.)

Sunday night, the childcare doors will open at 5:30pm. On Monday and Tuesday our childcare volunteers are doing their best to arrive by 5:45pm so that you can drop-off your little ones and then get to your assigned role; but please be patient with them as they too are coming from work and hurrying to get here on time.

If you could do your best to have your child's name on his/her diaper bag, sippy cup etc. that would help out our childcare team tremendously.

Typically during Kid City kids don't leave their classrooms; however, VBS is different. The amount of time together, combined with the later time of day, typically means most of the kids really enjoy some sort of change of scenery. We have a little fenced in area outside for all our kids in childcare to get to enjoy some safe, outdoor fun. The details below should help you get some sort of grasp on what your kids will be up to during VBS or what items you might bring to help them acclimate quickly.

BABIES:

We love your help in providing the best care possible for your little one. If you think it would help, feel free to bring a stroller if they love walks, or their favorite snacks and comfort stuffed animals, or even comfy pajamas for the end of the night. (We should be able to accommodate almost any request because we try to keep our adult-to-child ratios in childcare low.)

TODDLERS:

We will try to take our toddlers outside for craft time each evening. They will also get some sort of snack each night. We plan to have the bounce house set up for them in the gym, and they will probably also go outside for a little bubble time / outdoor fun. If you think it would help, feel free to bring a comfort stuffed animal or even comfy pajamas for the end of the night. A sippy cup, back up change of clothes, and extra pull-ups/diapers are appreciated.

PRE-K 3'S:

We will try to take this group outside for crafts and snacks each evening. They will get time in the bounce house (as long as the weather holds and the older kids stay outside) and will probably also go outside for a little bubble time / outdoor fun.

On Monday we will try to take out any interested kids from the Pre-K 3s Room to go down the Splash Zone Slip'n Slide. Then, if it gets rained out we still have Tuesday as an option. (The Slip'n Slide is completely optional) A complete change of clothes and towel are recommended.

PRE-K 4/5'S:

We plan to allow our 4/5 year olds to rotate in with the other kids in Splash Zone but under the care of our Pre-K Team. This would mean teaching, crafts, snacks, slip'n slide, and game time. Even though they will leave the room, you will still drop-off and pick-up from the Pre-K Room North each night. If at any point a child gets overwhelmed or seems to struggle with being in Splash Zone, we will route them back to the Pre-K Room early. (If your child is struggling staying with the group or listening to instructions they would head back to the Pre-K Room for their safety... or if they just get tired and prefer a slower, cozier environment.) A towel with your kids name on it might not be a bad idea in case they get wet during the game time/ slip'n slide and want to dry off after returning to the Pre-K Room.

NOTE: You guys know your kids best, so any information or tools you can give us in order to help us provide them a good experience is much appreciated.

CHURCH STAFF

We know all three campuses come together to help with VBS, therefore your staff team lead may not be familiar.

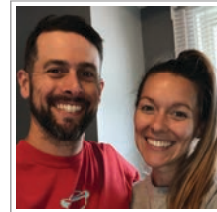
We hope this helps you put a name with a face as you receive emails from different team leads.



Jerry Butcher
Job Title: Lead Pastor of Crossroads Ministries
VBS Area: Soak City



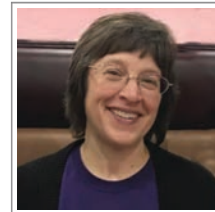
Melinda Butcher
Job Title: Doylestown Office Manager
VBS Area: Registration



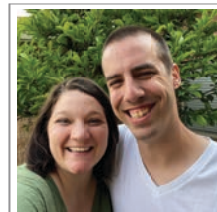
Josh (Brooke) Eatmon
Job Title: Barberton Campus Pastor
VBS Area: Parking



Mike Rose
Job Title: Doylestown Worship Arts Pastor
VBS Area: Trouble Shooter



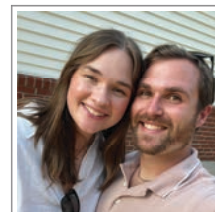
Nancy Rose
Job Title: K3 Curriculum Coordinator
VBS Area: Splash Zone Leader & Teacher



Rebekah (Steven) Hoerger
Job Title: Ministry Coordinator
VBS Area: Splash Zone / General VBS



Stephen (Miranda) Rose
Job Title: Doylestown Youth Pastor
VBS Area: FloodFest



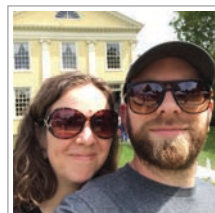
Zack (Hannah) Humes
Job Title: Wadsworth Youth Pastor
VBS Area: FloodFest



Timmy Rose
Job Title: Wadsworth Worship Arts Pastor
VBS Area: Photography & Video



Logan St. Clair
Job Title: Doylestown Middle School Pastor
VBS Area: FloodFest Lead



Rich (Brooke) Dyson
Job Title: Wadsworth Discipleship Pastor
VBS Area: Splash Zone Counseling



Taylor Rose
Job Title: Wads. Office & Communications
VBS Area: Photography & Video



Denise (Erik) Simpson
Job Title: Design & Marketing
VBS Area: Photography



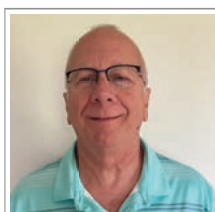
Austin Schar
Job Title: Doylestown NextGen Associate Pastor
VBS Area: Soak City Lead



Stephanie (Jake) Mohler
Job Title: Wadsworth Kid City Assistant
VBS Area: Splash Zone Music & Leader



Kyle (Kendra) Zacour
Job Title: Wadsworth Campus Pastor
VBS Area: Safety and First Aid



Jim (Rita) Newton
Job Title: CCC Counselor & Missions Pastor
VBS Area: Soak City Counseling

PRAY OVER VBS

PRAYER REQUESTS:

- Pray for nice weather for setup and that all the little details come together smoothly and safely.
- Pray that during VBS each of our volunteers would have wisdom, patience, loads of energy, and positive attitudes.
- Pray that the families of our volunteers will stay healthy during VBS.
- Pray for our volunteers— that their days would go smoothly, and that the moment our volunteers enter the parking lot the tensions of the day would slip away.
- Pray that each volunteer would be presented with an opportunity to make a connection with at least one child each night. And that through the actions of our volunteers, the kids in our community would experience the love of God in a tangible way.
- Pray for the safety of our kids & volunteers as they enjoy VBS--from the moment they arrive to the moment they leave.
- Pray that all drivers are aware and alert while in the parking lot.
- Pray that all the kids will remain safe while interacting with the cars (crossing the road, walking through the parking lot, getting in and out of vehicles etc.)
- Pray that God would bless our first aid team and safety team with lots of wisdom during VBS.
- Pray for warm sunshine during the 3 nights of VBS so that we would be able to avoid storms and stay outside. Especially from 5-9pm!
- Pray for our speakers as they prepare for VBS.
- Pray for our counseling team who will be talking and praying with the kids as they respond to the Gospel message.
- Pray for our volunteers to be in tune with how kids are feeling and for wisdom on how to respond.
- Pray against confusion/chaos/fear/anxiety and for God's help creating a great experience during the entire VBS and that everyone would acclimate quickly upon arrival.
- Pray that the word would continue to spread about VBS so that we have the opportunity to share the Gospel with as many kids as possible.
- Pray that kids would realize their need for a Savior and accept Christ!

ADDITIONAL DROP-OFF TEAM INFO

Only on Sunday- Cars dropping off children will be sorted first thing by “Already Registered” and “Need to Register.” All cars needing to register will be directed to Unloading Zone 3 (in the front black-top parking lot.)

Cars where everyone is pre-registered (or holding a completed registration form) will be directed to the side gravel lot - same as in years past - and be unloaded in Zones 1 & 2. We will be moving cars in groups of 6— and only working in single file lines this year— no side by side. The first 6 cars will be directed through Zone 2 around the building to Unloading Zone 1. Zone 2 will be able to hold 12 cars. 6 cars in front of the carport and 6 behind the carport.

On Monday & Tuesday — We will not be sorting between registered and not registered. All cars will wait in the gravel lot. Zone 3 will be an additional option for unloading 6 cars.

All Unloading Zones Will Need:

- A happy resting face. You are one of the few volunteers parents get to see!
- Patience with Parking Team and Zone Leaders!! Obedience is key to everyone’s safety and a great example for the kids to see us model!

Once the parking team has loaded all the cars into your unloading zone, we will have a security person making sure all cars are in park, and not moving. The zone leader will let you know when it’s time to unload and which car you’ll be unloading.

You will be assigned one car where you will:

- Welcome them to VBS. (Are you ready to have some fun? etc.)
- Unload children. Thank the driver for bringing the kids. Remind them pick-up is at 8:30pm but they can come to line up early if they wish!
- Make sure car # matches the # on each child’s hand. (The #'s are assigned in the gravel lot before the cars arrive to you but it never hurts to double-check.)
- If kids have registration forms, t-shirt money, or medication (epi-pen, etc.) – have the child hold on to it and it will be handed off when they get to their registration area!
- For safety reasons, please avoid walking children through or in front of cars (idled or parked). Instead, walk them straight down towards the crosswalk.
- Ask each child what grade **they are entering** to determine where they should be taken for check-in. You will need to walk the kids to their correct location. K-2nd Splash Zone (to the large table in the café where they will be sorted into 5 groups) or 3-5th Soak City (top field- white tent) or 6-8th Flood Fest (worship center foyer.)
- Assure them they’ll have fun and part with a fist bump, a wave, or a high 5, and a “Have fun!”
- Hurry back to unload the next group of cars.

If a parent wants to briefly get out of their car and walk their child into registration, let the zone leaders and parking team know and we will roll them into a designated reserved spot within our zone. (It's okay that the kid(s) stay in the car with their parent, you can just show the whole family where to go once they get out of their car.) If a parent wants to park and stay for any portion of the night, the Zone Leader will give them a white "observer" parking pass and then direct them to exit and park in our volunteer lot. Our security team will meet them at the volunteer crosswalk and get them registered as an onsite guest and show their kids where to register. (These cars will still need a car number and they will still need to go through our pick-up system at the end of the night.)

Zone 1 Leader– Jim Newton (located right/north side of back foyer)

Zone 2 Leader– Rebekah Hoerger (located by the back crosswalk under carport)

Zone 3 Leader– Tim Rose & Rich Dyson (located in the front church parking lot)

Zones 1 and 2 will close at 6:30 pm in order to cross kids to Splash Zone. Any drop off volunteers with secondary duties please go and report there at 6:30 pm. All other volunteers should move to Zone 3 to help unload the rest of the cars.

Zone 2 is at a major crosswalk, please be an extra set of eyes for our parking team. We don't want people (especially kids) to cross when it's not safe.

Zone 3-

Once you unload your car, lead your kids inside to the front foyer. (When applicable, they should all be holding their own registration forms.) The indoor leader will sort your car's children into the three areas and wait with them until the runner is ready to take them to their registration areas. The unloaders will head back outside for more cars.

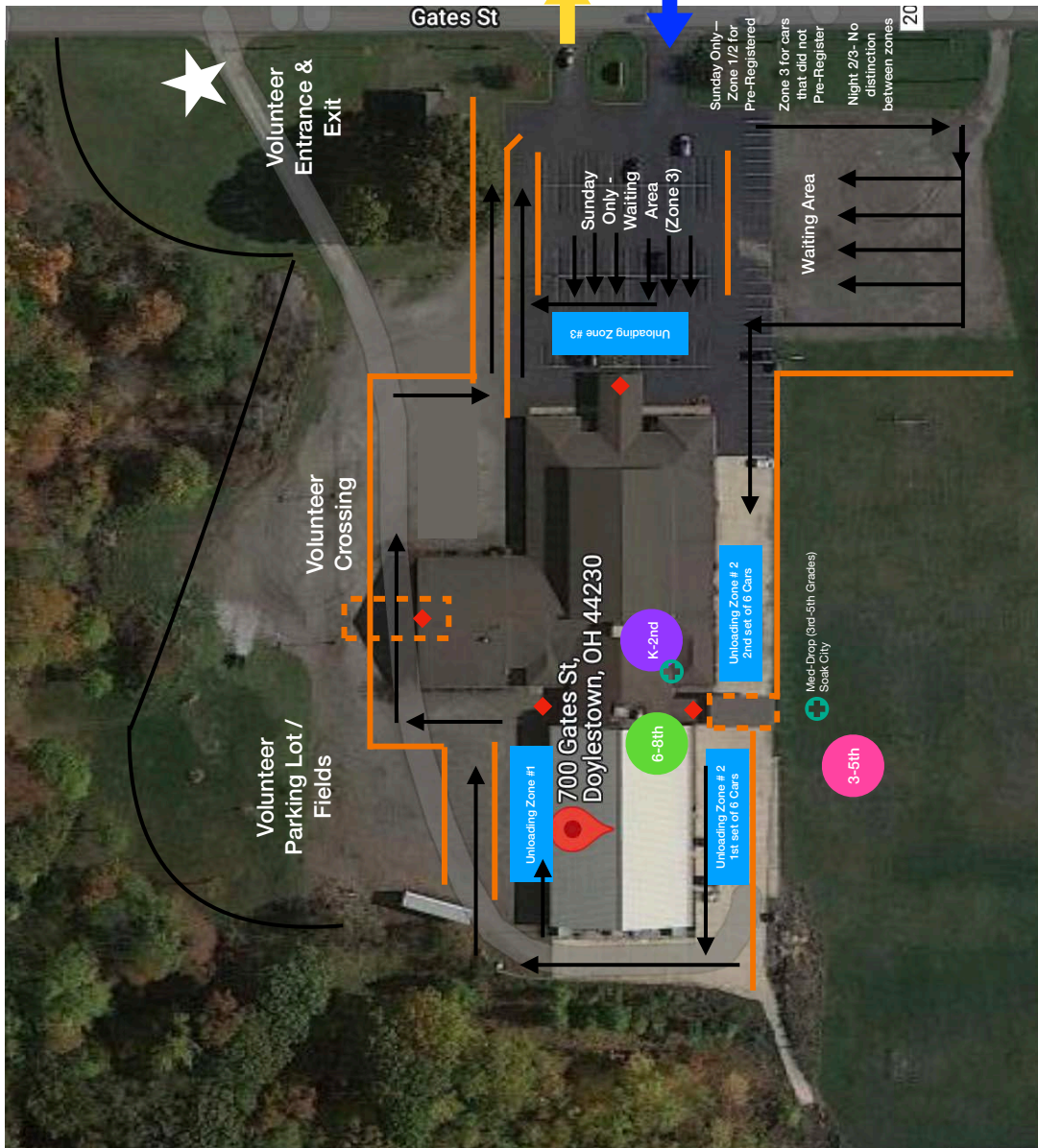
Runner- please lead kids down the left (south) hallway.

Note: All Soak City (3-5th) kids can wait out at the crosswalk with the Zone 2 helpers. (You don't need to wait with them, Zone 2 leaders will escort them from there.)

**THANKS FOR YOUR HELP IN MAKING OUR GUESTS
HAVE THE BEST EXPERIENCE POSSIBLE WHILE
DROPPING OFF FOR VBS!**

DROP-OFF MAP

	Door
	Volunteer Entrance & Exit
	Crossing Area
	Registration Area
	Registration Area
	Med-Drop Location
	Fence
	Exit Only
	Entrance Only
	6 Car Zone (1X6)
	Unloading Zone



General Exit Only

General Entrance Only

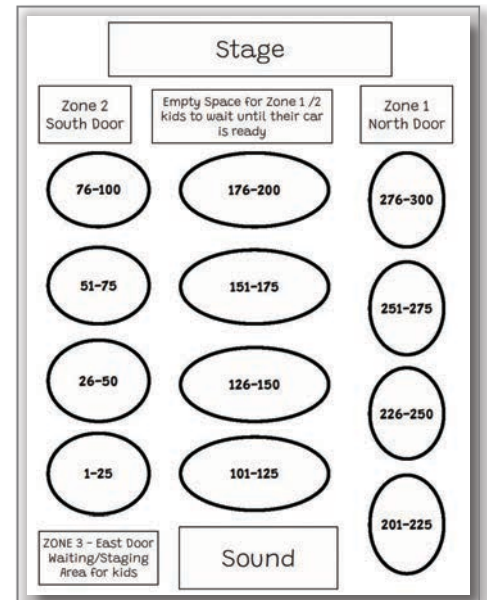
Our goal is to unload the first round of cars by 6pm

Kids must register in their area every night even if they have already attended once this year.

ADDITIONAL PICK-UP TEAM INFO

GUEST PICK UP - WORSHIP CENTER

All kids not going home with volunteers (who don't have a orange band) will report to the Worship Center where they will look for the correct pickup circle according to their wristband number - Group 1-25, Group 26-50, etc.



Children will collect crafts, counseling materials, Bible, etc. from the center of the circle – labeled with the car #. Circle Leaders, please assist in distributing these items and then help the kids find a seat.

We have three pickup zones. These teams will work independently from each other.

Zone 1- North Door (Led by Mike/Logan/Jim)

Zone 2- South Door (Led by Rebekah/Hannah/Melinda)

Zone 3- East Door (Led by Timmy/Jerry/Stephen/Rich)

In every Zone we plan to move cars in groups of 12. The parking team will send a text to let each Zone know the order of the cars they will be responsible for. When a group of cars get to the front of the Zone, we will write those 12 numbers in the 12 slots on our Zone's Pick-Up Board. Since we work in groups of 12, each Zone needs 12 volunteers to work as car loaders. (We will go ahead and pre-assign each of those 12 volunteers to a slot on our board so that they know what car number they are responsible for each round.)

That designated car loader will “pick the kids up” from the correct circle and then report back to the leader to get their number marked off of the board. The loader volunteers will continue to wait with their kids until their car group is ready and then eventually walk the children out to their car. (Each Zone has their own waiting area in the Worship Center near their assigned door. And an assigned leader manning said exit door just in case.) We do not walk out the door of the Zone without an “all clear” from the parking team and until we are ready to load all 12 cars at a time.

There will be a card going home with kids each night. Please make sure to pass that out to each kid/family.

**AND, REMEMBER, KEEP SMILING!
YOU'RE OUR LAST CHANCE FOR A GOOD IMPRESSION!**

HERE ARE SOME THINGS THAT WILL MAKE YOUR LIFE EASIER AS A CAR LOADER:

- Ask the first child how many kids you should be looking for (they may forget to mention they have siblings so please ask!)
- If you find out the child you're looking for has been taken to the restroom, tell Rebekah/ Mike/Timmy ASAP. They will make the call to wait or pull that car aside.
- Ask the Splash Zone (K-2nd) kids if they made a craft and be sure they get it from the middle of the circle. (Cars have refused to leave before because a child realized they didn't have their craft.)
- Once you're sure you have everyone in your car, make sure to circle back to the board so that we can mark your car number off.
- Cars are lined up in 2 rows of 6- in the same order as the board. If your car is at the top of the board, it will also be first in line of 6.
- Again, make note of the order your number is on the whiteboard! You'll go back to that same spot each time. If there is confusion you can ask the kids what kind of car you are looking for.
- Ask the child if they had a good time, what their favorite part was, and if they are coming back tomorrow! Listen and engage in conversation with them!
- When you escort the kids to their car be helpful if they need it - open/close car doors, help with seatbelts etc.
- Be sure and thank the parents for waiting and hand them the handout or postcard for the night. Tell them you look forward to seeing their kiddos tomorrow night!
- Then hustle back inside to get your next assignment on the board. We estimate each Zone needing to do 4 rounds of pick-up.

VOLUNTEER CHILD PICK UP - GYM

Staff Leads: Nancy, Steph, Zack, & Austin

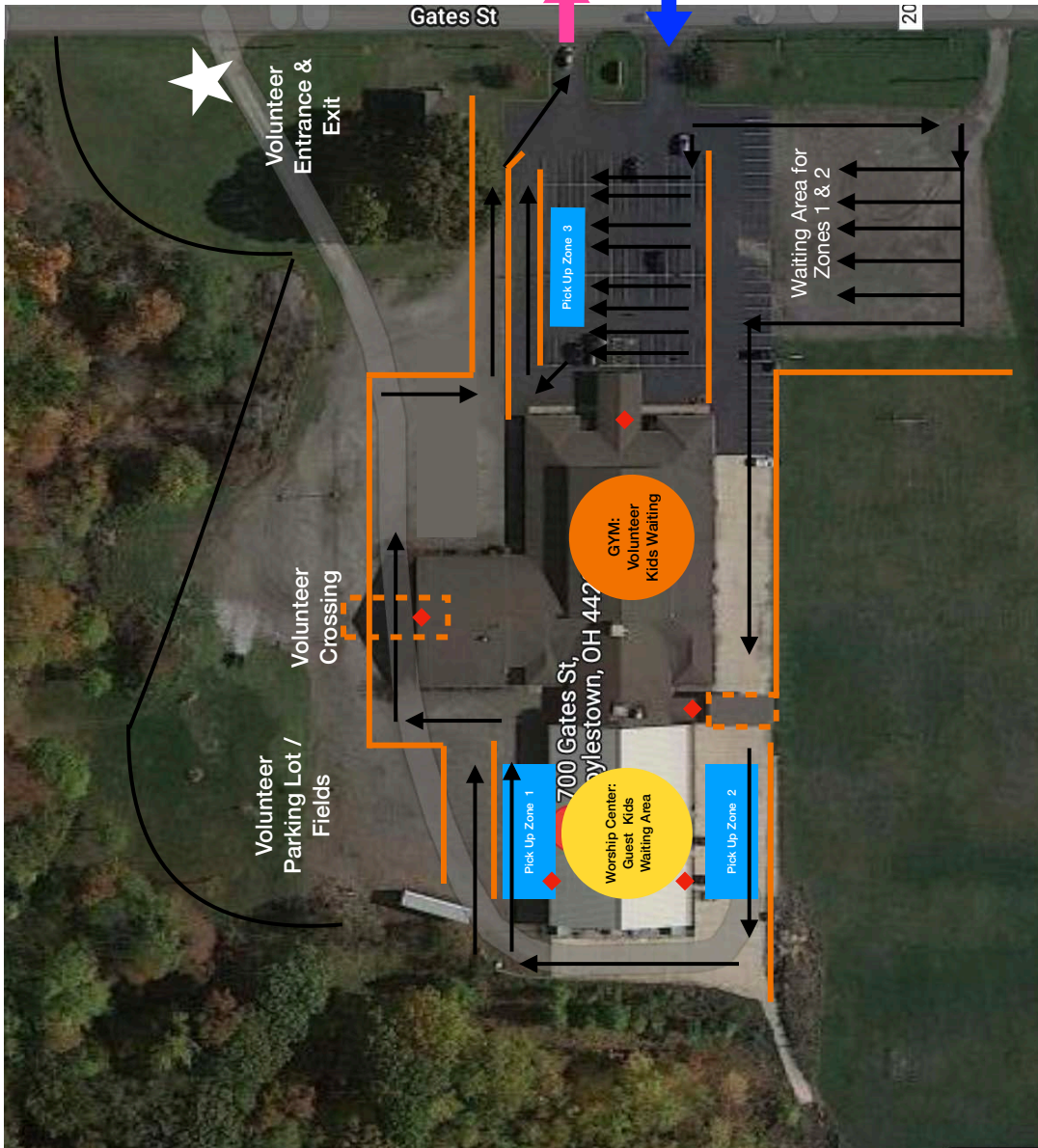
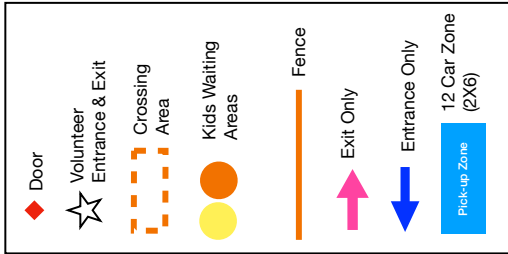
All kids with orange wristband will wait for their parents in the gym. (Please confirm all kids really do have an orange band so that we don't have any stow aways.)

It is important to check that security pick-up code number of the adult and child matches.

There will be a card going home with kids each night. Please make sure to pass that out to each kid/family as you compare the pick-up codes.

Volunteer parents are notorious for leaving tracts and crafts behind. Please remind them as much as possible to grab them.

PICK-UP MAP



Our goal is to load the first round of cars at 8:30pm

SNACKS

SNACKS ARE PROVIDED EACH NIGHT.

VOLUNTEERS ARE WELCOME TO ENJOY THEM TOO.

Drink options: Water & Lemonade (contains soy and artificial color-yellow)

Snacks:

Pretzels (contains gluten/wheat) and optional cheese (contains milk/dairy)

Variety of potato chips options in allergy friendly options

Snow Cones (contains artificial color-blue)

Freeze Pops if we have an extra hot night (contains artificial color)

We always have extra chips on hand for any kids who need to make a swap because of an allergy.

WE MUST WATCH OUT FOR OUR WHITE ALLERGY BANDS DURING SNACK TIME.

Note: We always have kids who have life threatening allergies to peanuts and tree-nuts therefore none of our snacks contain nuts and we ask that you don't bring any snacks on the premises during VBS that contain peanuts/tree-nuts either.

FAQS

I signed up for more than one area, when will I know where you need me most?

We hope that most of the sign ups will be in and that we will be able to tell where you are needed most at least 10 days prior to VBS. Rebekah will send out an email with complete volunteer listing. You will also be contacted by your staff lead with additional role-specific information.

Are you doing nightly recap videos this year?

Yes, we will be uploading recap videos to YouTube again. We recommend that you subscribe to [Crossroads Community Church Ohio](#) so you don't miss any of the fun videos our video team will be making!

Will you post VBS photos?

Yes, we will post pictures after each night of VBS on Facebook.

Are there theme nights and if so, should I participate as a volunteer?

Yes and Yes! If you are able to participate in our theme nights as a volunteer that always makes the night more exciting. Theme Nights for this year are as follows:

Monday: Crazy Hair / Hat Night

Tuesday: Team Spirit Night

Teams for Team Spirit Night are determined by wristband colors. Please remember that kids won't know their team color until after they register on Sunday.

If my child brings a friend can they be on the same team?

As long as they are in the same general area of VBS (Splash Zone, Soak City, or FloodFest) we do our best to allow guests to stay with the person who brought them. If your guest is not arriving at the same time as your child, we recommend that you ask your friends to inform the registration team they are a guest of (your child's name) and would like to be on the same team. Once you know your child's team color, we recommend you pass that info along to your friends as well. (My friend who invited me, Bob Smith, is on the blue team.) Otherwise the goal of the registration team is to keep the teams even in size so the kids will be assigned accordingly.

To be fair and also for everyone's safety, we can't allow younger kids to attend an area of VBS that isn't designed for their age/grade. (So if your FloodFest child brings a friend in 2nd grade, we will ask the 2nd grader to attend Splash Zone.)

If I'm a team leader, can my child/grandchild/niece etc. be assigned to my team?

Sure, that's not a problem. (As long as you're a team leader in that child's designated area.) Just let the registration team know and they will be happy to accommodate you.

If a teen volunteer is getting picked up in the car line with their younger sibling, where do they go at the end of the night?

They would hang out in the worship center with the rest of the kiddos getting picked up.

As a volunteer, if I bring extra kids with me in my vehicle, do they get an orange band?

Yes. If they are going home with you, they get a orange band and a number that matches yours.

Since there is a slip'n slide, should my kids wear a swimsuit and flip flops?

While your kids will most likely get wet, we would prefer that they come fully dressed. We also ask that all kids in Soak City and FloodFest wear tennis shoes because of the challenges. You can send a towel, but full disclosure, they almost always get left behind.

How do we reach Rebekah during VBS?

Rebekah keeps her phone on her at all times during VBS. Her cell is (330) 858-2110.

Did you guys make any changes based on the volunteer feedback form from last year?

YES! We heard tons of great ideas, and were able to implement quite a few of them. It's going to be the best VBS yet!!

What is the prize for winning in Soak City?

We will not be handing out monetary rewards in Soak City or any area of VBS, so please don't let your competitive side flare up. We want each kid to enjoy playing the games and not be rushed through or made to feel unseen.

My spouse and I need to drive separately to VBS— is that okay?

Sure. As our volunteer team grows in size we LOVE when family and friends to carpool where possible. We do understand that in some circumstances that is just not a good option.

Is VBS rain or shine?

Yes. In case of inclement weather, we have a whole indoor plan. (If it's just a sprinkle we will continue as normal.)

When can I get my volunteer t-shirt if I can't come to the meeting on Saturday?

VBS volunteer shirts will be available at the VBS Volunteer Dinner- Sunday, June 7th in the Cafe. They will not be available on Sunday mornings at church.

When can I get my volunteer parking pass if I can't come to the meeting on Saturday?

The orange volunteer parking passes will be available at the VBS table at all three campuses, or the parking team will give you one when you arrive on Sunday evening. (It's much easier if you have one ahead of time though)

Is there childcare provided for Saturday's Meeting?

No, there is not. You can bring your kid(s) with you if you would like though.

Can I buy shirts for my kids on Saturday?

We will have the splash zone/childcare tie-dyed shirts available at the meeting- size 2T-YL. (\$10-cash or check) All other shirts will be available starting Sunday at 4:50pm.

Can I buy an extra volunteer shirt if I don't want to do laundry or if I want a shirt in a different color?

Yes, on Sunday after we get all the volunteers their first shirt, you can purchase an additional shirt for \$10. (If you purchase a shirt in a different color than your assigned color then please just don't wear it during VBS.)

What time do I need to arrive to VBS?

That answer largely depends on your role so that question is best addressed at the Volunteer Training Meeting. Typically all volunteers are on the property around 6pm.

What if I still feel like I don't know what I'm doing during VBS?

That's okay at this point. We will have a lot of more technical and role-specific training ahead at the volunteer meeting. You should leave that meeting feeling ready for VBS.

Y'all seem to go all out at VBS. Is it worth all the work?

Yes!!! We are praying God uses VBS to do BIG things!! The faith of the next generation is worth EVERYTHING. We love being a church that exists for those who aren't here yet! Thanks for helping make that possible. It certainly takes everyone!

