

2015

GENERAL GUIDEBOOK

MountSalem

B A P T I S T C H U R C H

6152 Mount Salem Circle
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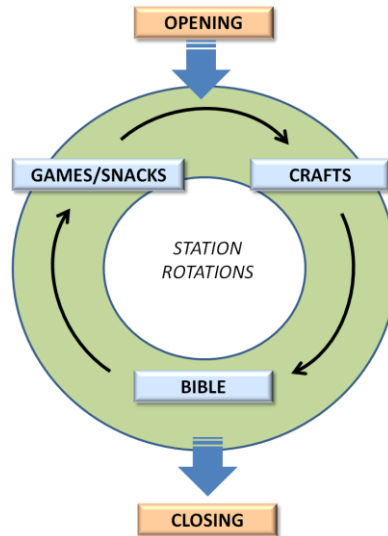
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WHAT IS VBS?

VBS is more commonly known as Vacation Bible School. VBS has a specialized theme and 5 main stations. 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 time**. Following the opening, everyone will begin in their first rotation station. They will follow a **rotation** schedule for four different stations. Everyone comes together at the end for the **closing time**.



WHAT ARE THE FIVE STATIONS?

THE OPENING: All the children and crew leaders begin in the main worship center and enjoy music, fun, or surprises for 15 minutes.

BIBLE: Children will hear the Bible story of the night and experience the story through creativity and hands on activities lead by their crew leader

GAMES: Kids will have a blast playing games and actively interacting with each other while the Bible story and Scripture is reinforced.

SNACKS: Children will eat a light snack and have a refreshment. They will have the opportunity to talk about their experience and connect together through dialogue.

CRAFTS: Kids will engage their creativity as they make different things each night that corresponds to the theme.

THE CLOSING: All the children and crew leaders reassemble in the main worship center to enjoy music, missions spotlight and fun that drives home the point of the night, and surprises for 15 minutes.

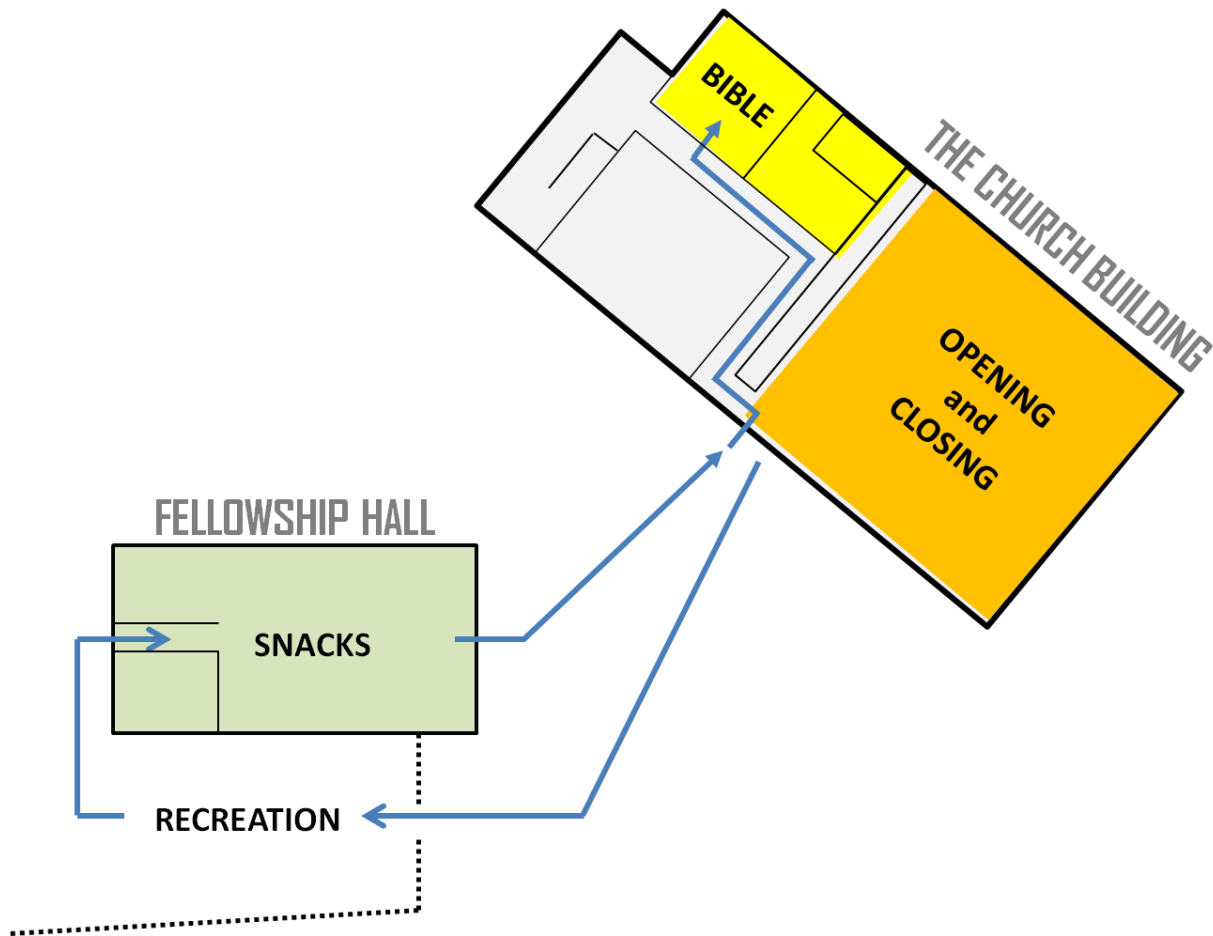
HOW DO WE KNOW WHERE THE CREWS ARE IN THE WORSHIP CENTER FOR THE BEGINNING AND THE ENDING?

The children will be assigned a crew based on grade. Signs will be placed throughout the worship center indicating where they should assemble.

NIGHTLY SCHEDULE PRE-K

TEAM NAME: Oh My!

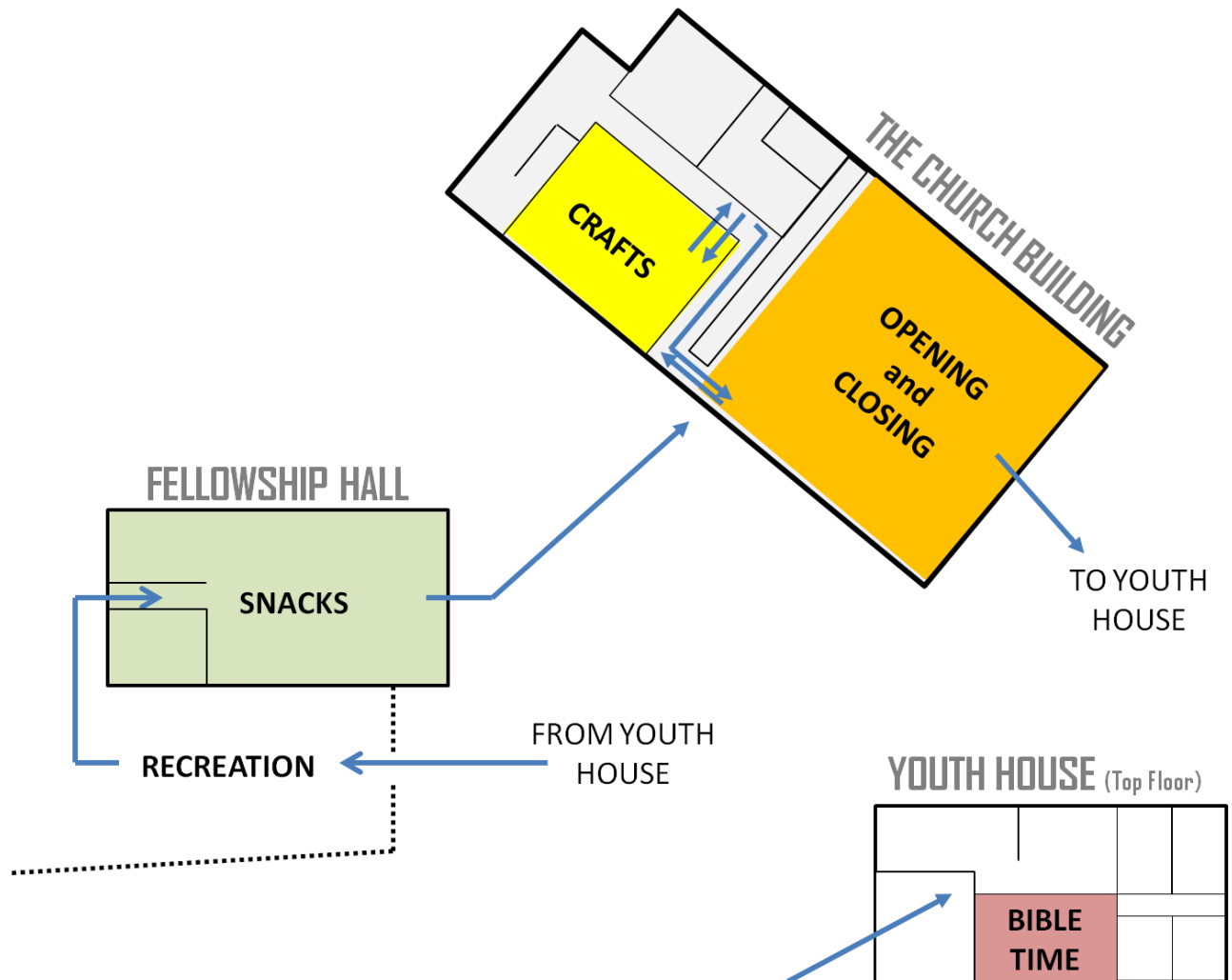
6:30-6:45pm	Opening
	Transition 5 min
6:50 – 7:02pm	Recreation
	Transition 2 min
7:04 – 7:15pm	Snacks
	Transition 5 min
7:20 – 8:10pm	Bible Time <i>(You can allot whatever time you want for playground time)</i>
	Transition 5 min
8:15 – 8:30pm	Closing



NIGHTLY SCHEDULE K – 1ST

TEAM NAME: Bears!

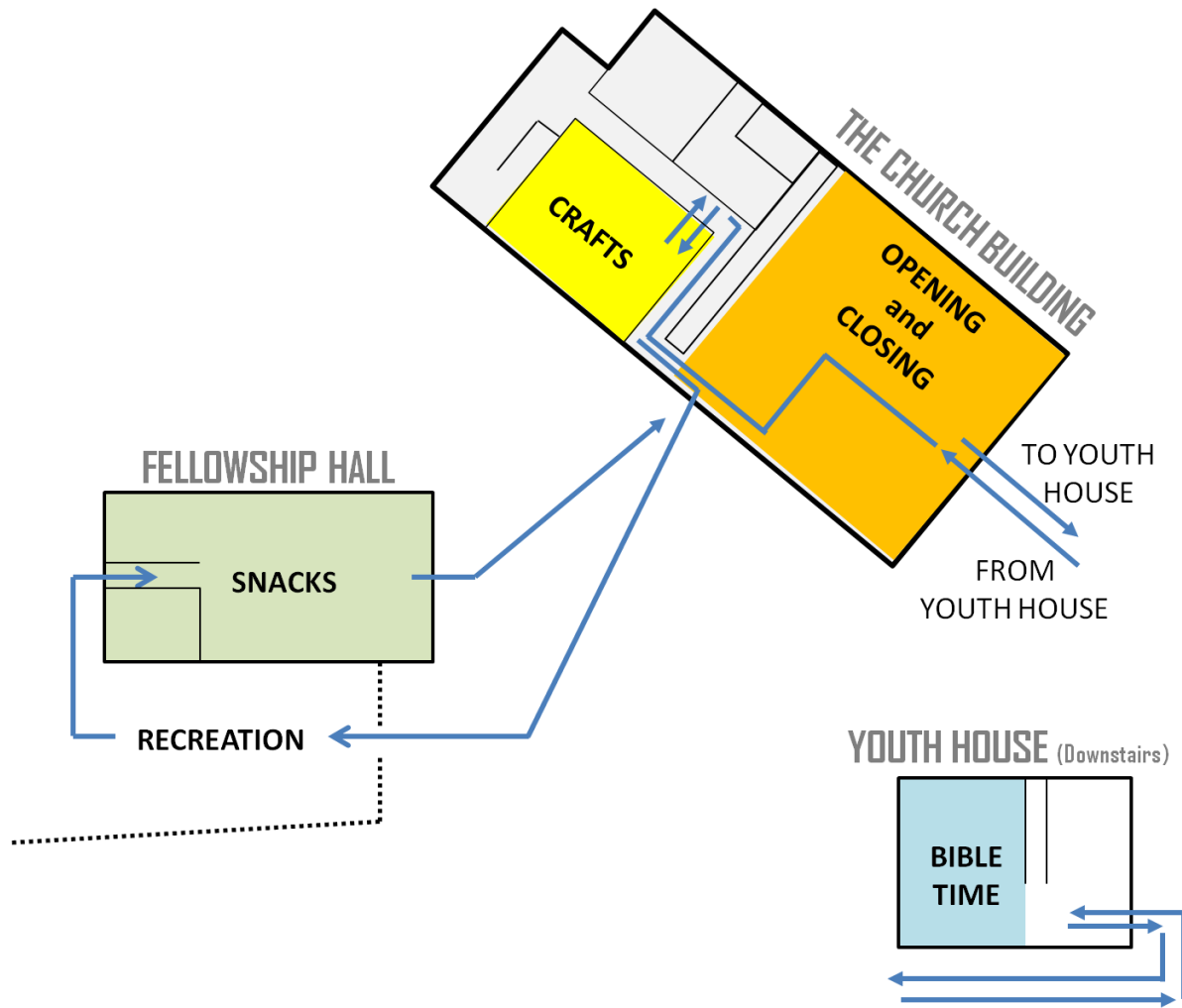
- 6:30-6:45pm** **Opening**
- Transition** 5 min
- 6:50 – 7:25pm** **Bible Time**
- Transition** 5 min
- 7:30 – 7:45pm** **Recreation**
- Transition** 1 min
- 7:46 – 7:56pm** **Snack**
- Transition** 2 min
- 7:58 – 8:13pm** **Crafts**
- Transition** 2 min
- 8:15 – 8:30pm** **Closing**



NIGHTLY SCHEDULE 2nd – 3rd

TEAM NAME: Tigers!

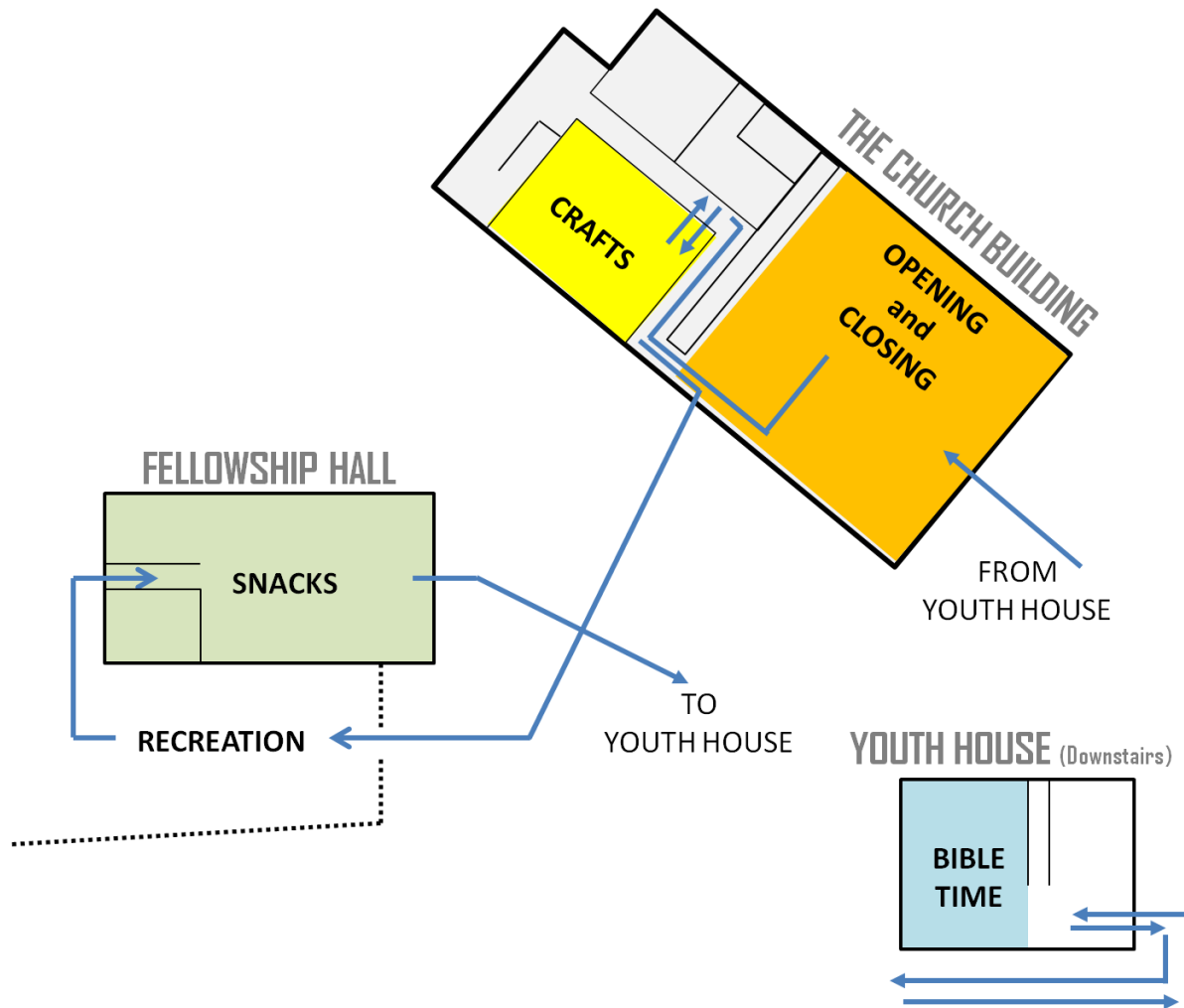
- 6:30-6:45pm** **Opening**
Transition 5 min
- 6:50 – 7:25pm** **Bible Time**
Transition 5 min
- 7:30 – 7:45pm** **Crafts**
Transition 2 min
- 7:47 – 8:02pm** **Recreation**
Transition 1 min
- 8:03 – 8:13pm** **Snack**
Transition 2 min
- 8:15 – 8:30pm** **Closing**



NIGHTLY SCHEDULE 4th – 5th

TEAM NAME: Lions!

- 6:30-6:45pm** **Opening**
Transition 2 min
- 6:47 – 7:02pm** **Crafts**
Transition 2 min
- 7:04 – 7:19pm** **Recreation**
Transition 1 min
- 7:20 – 7:30pm** **Snack**
Transition 5 min
- 7:35 – 8:10pm** **Bible**
Transition 5 min
- 8:15 – 8:30pm** **Closing**



STATION ROTATION SCHEDULES

CRAFTS

6:47 – 7:02pm	4 th – 5 th Grade
7:02 – 7:30pm	BREAK
7:30 – 7:45pm	2 nd – 3 rd Grade
7:45 – 7:58pm	BREAK
7:58 – 8:13pm	K-1 st Grade

RECREATION

6:50 – 7:02pm	Pre-K
7:04 – 7:19pm	4 th – 5 th Grade
7:19 – 7:30pm	BREAK
7:30 – 7:45pm	K – 1 st Grade
7:47 – 8:02pm	2 nd – 3 rd Grade

SNACKS

7:04 – 7:15pm	Pre-K
7:20 – 7:30pm	4 th – 5 th Grade
7:30 – 7:46pm	BREAK
7:46 – 7:56pm	K – 1 st Grade
8:03 – 8:13pm	2 nd – 3 rd Grade

WHAT ARE WE TEACHING THE KIDS EACH NIGHT?

MONDAY (Day 2) - *Follow Your Guide*

SCRIPTURE: Daniel 1

POINT: Daniel chose to obey God no matter what. God wants us to follow our Guide, Jesus.

CHRIST CONNECTION: Daniel chose to obey God no matter what. Jesus obeyed God perfectly and always pleased God. We please God when we trust Jesus.

Day 3 - *Trust Your Guide*

SCRIPTURE: Daniel 3

POINT: Shadrach, Meshach, and Abednego trusted that God's way was the best way regardless of their circumstances. Jesus wants us to trust Him, just as these three men trusted God.

CHRIST CONNECTION: Only God could rescue Shadrach, Meshach, and Abednego from the fire. Jesus is the only One who can save us from our sin. Jesus' sacrifice, on the cross, provided the way for us to be rescued and have eternal life.

Day 4 - *Stay on Track*

SCRIPTURE: Daniel 6

POINT: No matter what changed around Daniel, he kept his focus on God, who never changes. Jesus wants us to focus on Him by daily following Him.

CHRIST CONNECTION: God showed his power to rescue Daniel from the lions. God ultimately rescued us from a much bigger problem—sin and death—through His Son, Jesus.

SALVATION NIGHT

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.

CREW LEADERS: Ambassador of Christ to approximately 7-10 kids. Build relationships, do roll, be aware of any special needs or allergies, **teach the Bible lesson**, move kids from station to station, assist in the rooms, and have fun with the kids. No preparation needed.

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.

SECURITY: Keep our environment safe and help kids cross the street. This vital area gives us all peace of mind that the safety of the kids is as important to us as it is to the parents.

WHO CAN PARTICIPATE IN VBS?

Kids from 3 years old – graduating 5th grade are invited to participate. Every child who attends VBS will need to be enrolled, including unpaid staff babies through 5th grade. To avoid long lines, children can be pre-registered on the web at www.mountsaalem.org

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. If serving in the sign-in area, please arrive by 6:00pm. If you are serving as a crew leader, please be in the worship area and ready to receive children by 6:15pm.

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 8:30pm.

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

Kids will be checked in by the parents in the worship center to each crew leader. 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!

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

Yes, we have 41 FREE T-Shirts for the unpaid staff members.

WHEN CAN THE ROOMS BE DECORATED?

Each room, from babies up, is responsible for decorating their own rooms. The church will be open after church on Sunday, June 14th. Unfortunately, we will NOT be able to offer childcare. Decorating your room will help to create a fun and exciting atmosphere. If you need assistance please email vbs@mountsaalem.org and we will make every effort we can in providing some help on Sunday.

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 near an outside door.

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 tent.

WHERE DO I PARK?

In order to exceed the expectations of any parent bringing their children to Mount Salem, we ask for all unpaid staff members to 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.

IS THERE A MEAL EACH NIGHT?

No. The only food served will be during snack time.

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 Mount Salem, 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 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

Suspicion concerning the pastor or head of the deacons

1. Do not discuss your suspicions with other unpaid staff, members, attendees of Mount Salem, 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 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 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.

“Thank you for serving”