

Tucson Baptist Church



VOLUNTEER HANDBOOK

June 5, 2022

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GENERAL INFORMATION

Dress

Volunteers should dress in modest casual attire. Team Leaders and Crew Leaders will be provided with VBS t-shirts.

Name Tags

All children and volunteers are required to wear their name tags at all times. All Crew Leaders will be responsible for each child in their crew to wear a name tag.

Registration

Registration will take place in the Main Auditorium Lobby prior to entering the Main Auditorium. Each person will receive a name tag at registration. No one is allowed into the Main Auditorium without either a name tag or guardian wristband.

Medical Info

Please check children's name tag for a symbol before giving snacks or allowing them to participate in any strenuous activities. The medical symbol can be applied by registration or snack workers.

Discipline

Serious discipline issues should be handled by the security team. Security may be reached by contacting a member of the church staff.

Restrooms

Restroom breaks should be taken only during snack or games while in the FLC, and volunteers should always escort no less than two students to the restroom at a time.

Safety

All children must be in a leader's line of sight at all times.
No volunteer should ever be alone with a child.

For Support

Jeremy Traynor

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864-940-5722

David Siers

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520-904-0454

BAPTIST BUCKS GUIDELINES

Crew Leaders

\$1 for Bible, good behavior, and attendance each night.

Registration Team

\$5 for each visitor brought and giant lollipop.

Memory Verse

\$1 for each memory verse quoted.

PRESCHOOL TEAM

Lauren Taylor

Vanessa Carrera

Zoé Buelna

Jackie Price

Desiree Landeros

Allysa Moore

Courtney Hall

Brandi Molina

Angie Ponce

CREW LEADERS AND HELPERS

K-5 GIRLS

Lindsay Peck

Miranda Yescas
Melanie Sontay

1ST GRADE GIRLS

Kaytlynne Woods

Lourina Grijalva
Itzyara Hernandez

2ND GRADE GIRLS

Kimberly Jones

Camila Mendoza
Alexa Lopez

3RD GRADE GIRLS

Rebecca Benard

Alondra Jimenez
Alexis Guerrero

4TH GRADE GIRLS

Belinda Bee

Allison Peck
Breanna Yescas

5TH GRADE GIRLS

Elisabeth Hickman

Addison Rau
Emily Krizek

6TH GRADE GIRLS

Amanda McDaniel

Emma Bee
Emma Leyva

K-5 BOYS

James Lopez

Tramien Ramer
Emiliano Cortes

1ST GRADE BOYS

Martin Ponce

Dominic Baltierrez
Jabdiel Rivera

2ND GRADE BOYS

Jaime Cortes

Braiden Ramer
Ivan Korankye

3RD GRADE BOYS

Quintin McDaniel

Mateo Munoz
Christian Pineda

4TH GRADE BOYS

Daniel Padgett

Gene Yager
Max Mendoza

5TH GRADE BOYS

Daniel Jager

Daniel Baltierrez Jr.
Alejandro Guerrero

6TH GRADE BOYS

Rogelio Martinez

Zachary Rau
Logan Roy

SCHEDULE

DAY 1	K5-1st	2nd-4th	5th-6th	No Group
6:00 – 6:25	Opening	Opening	Opening	Opening
6:30 – 6:50	Games	Bible	Crafts	Snacks
6:55 – 7:15	Snacks	Games	Bible	Crafts
7:20 – 7:40	Crafts	Snacks	Games	Bible
7:45 – 8:05	Bible	Crafts	Snacks	Games
8:10 – 8:30	Closing	Closing	Closing	Closing

DAY 2	K5-1st	2nd-4th	5th-6th	No Group
6:00 – 6:25	Opening	Opening	Opening	Opening
6:30 – 6:50	Bible	Crafts	Games	Snacks
6:55 – 7:15	Games	Bible	Snacks	Crafts
7:20 – 7:40	Snacks	Games	Crafts	Bible
7:45 – 8:05	Crafts	Snacks	Bible	Games
8:10 – 8:30	Closing	Closing	Closing	Closing

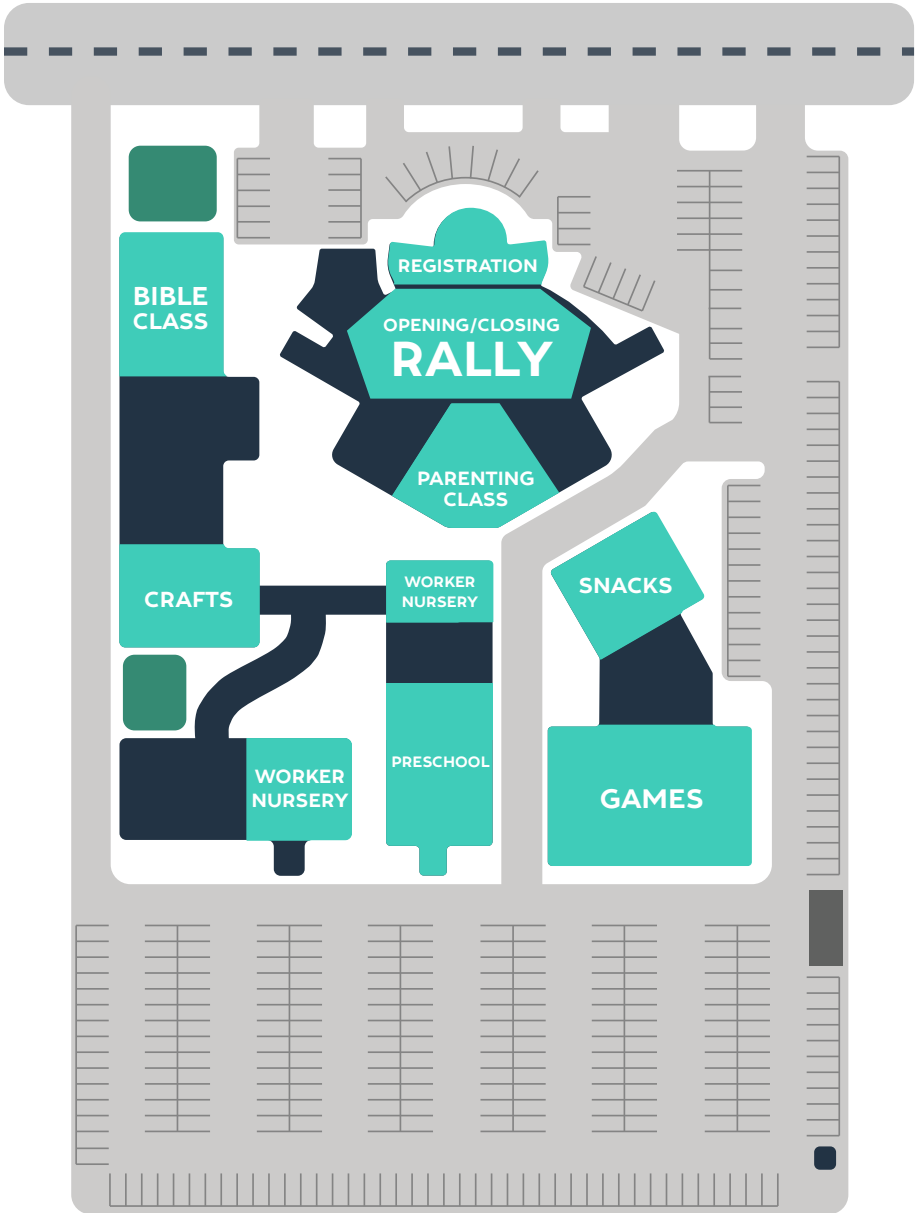
DAY 3	K5-1st	2nd-4th	5th-6th	No Group
6:00 – 6:25	Opening	Opening	Opening	Opening
6:30 – 6:50	Crafts	Games	Bible	Snacks
6:55 – 7:15	Bible	Snacks	Games	Crafts
7:20 – 7:40	Games	Crafts	Snacks	Bible
7:45 – 8:05	Snacks	Bible	Crafts	Games
8:10 – 8:30	Closing	Closing	Closing	Closing

DAY 4	K5-1st	2nd-4th	5th-6th	No Group
6:00 – 6:25	Opening	Opening	Opening	Opening
6:30 – 6:50	Games	Bible	Crafts	Snacks
6:55 – 7:15	Snacks	Games	Bible	Crafts
7:20 – 7:40	Crafts	Snacks	Games	Bible
7:45 – 8:05	Bible	Crafts	Snacks	Games
8:10 – 8:30	Closing	Closing	Closing	Closing

DAY 5	K5-1st	2nd-4th	5th-6th	No Group
6:00 – 6:25	Opening	Opening	Opening	Opening
6:30 – 6:50	Bible	Crafts	Games	Snacks
6:55 – 7:15	Games	Bible	Snacks	Crafts
7:20 – 7:40	Snacks	Games	Crafts	Bible
7:45 – 8:05	Crafts	Snacks	Bible	Games
8:10 – 8:30	Closing	Closing	Closing	Closing

CAMPUS MAP

Columbus Blvd



DEPARTMENT TEAM LEADERS

DIRECTOR	Pastor David
ADVERTISING	Christopher Rosario
BANK	Beth Siress
BAPTIST BUCKS STORE	Kaitlyn Traynor
GAMES	Robert Lopez
BIBLE LESSON .Kevin/LaDawn Rau & Jon/Whitney Minge	
COUNSELING	Bud Savage
CRAFTS	Stacy Roy
CREWS	Fernando Lopez
STAGE DÉCOR	Bethany Siers
FOLLOW-UP	Pastor Noah
MUSIC	Tabitha Forster
NURSERY	Shelli Armstrong
PARENTING CLASS	Pastor Jonathan
PHOTOGRAPHY	Jenessa Armstrong
PRESCHOOL CLASS	Lauren Taylor
RALLY	Pastor David
REGISTRATION	Erica Merriam
SETUP	Chris Traynor
SECURITY	Dwight Meadows
SKITS	Dan Taylor
SNACKS	Kristi Wilbur
VOLUNTEERS	Jeremy Traynor

Bank Team Leader: Beth Siress

Will oversee the bank for the missionary offering and oversee the selling of “gold” bricks for cash.

Responsibilities

- Sell “gold” bricks for \$20 cash.
- Collect, count, and deposit offering.

Location: Main Auditorium - Building 1

Bible Bucks Store Team Leader: Kaitlyn Traynor

Will oversee the store and toys where children can purchase items using Baptist Bucks.

Responsibilities

- Sell toys to kids in exchange for Baptist Bucks.
- Set up and stock store daily, saving some toys for each rotation.

Location: Family Life Center - Building 5

Bible Lesson Team Leaders: Raus & Minges

Will prepare and teach the Bible lesson each night.

Responsibilities

- Pray and prepare for your lesson.
- Creatively teach your lesson three times each night.
- Give a salvation invitation at the end of each class session. *Note: Counselors will be standing by.*

Location: Spanish Chapel - Building 2

Counseling Team Leader: Bud Savage

Will train the counselors and oversee the counseling process.

Team Instructions

- Be prepared to counsel at 6:30 PM.
- Fill out decision cards COMPLETELY (get info from registration team if necessary) and turn in to registration.

Location: Spanish Chapel - Building 2

Crafts Team Leader: Stacy Roy

Will prepare and lead the students in creating their crafts.

Responsibilities

- Plan craft ideas for each evening of VBS.
- Lead a team to help assemble crafts with children.

Location: Falcon's Nest - Building 2

Crews Team Leader: Fernando Lopez

Will provide the crew leaders with their materials and meet their needs throughout VBS.

Crew Leader Responsibilities

- A class sign will be provided for you in the Main Auditorium with your crew bag each night .
- Meet students from 5:30-6:00 PM each night in the Main Auditorium.
- Take kids to Bible lesson, games, crafts, snacks and rally at designated times.
- Sit with kids in the rallies.
- Gather and distribute name tags each night.

Location: Main Auditorium - Building 1

Décor Team Leader: Bethany Siers

Will construct a themed stage in the Main Auditorium.

Responsibilities

- Build the stage set for the Main Auditorium.
- Assist in creating other themed areas around the campus.

Location: Main Auditorium - Building 1

Follow-Up Team Leader: Noah Kerch

Will create follow-up visits for all first time visitors and salvations.

Responsibilities

- All baptism prospects and first-time visitors will be assigned to Growth Group leaders.

Games Team Leader: Robert Lopez

Will organize and lead the games in the gym each night.

Responsibilities

- Plan games according to VBS theme.
- Set up games during opening rally each night.
- Oversee games during each rotation.

Location: Gym - Building 5

Nursery Team Leader: Shelli Armstrong

Will lead a crew of ladies in providing care for the children of VBS volunteers' 0-2 year old children.

- Childcare is open from 5:30 PM-8:45 PM.

Location: Infant Room - Building 3 & 1 yr Room - Building 4

Parenting Class Team Leader: Pastor Jonathan

Will provide leadership and teaching for the parenting class.

Responsibilities

- Organize parenting class from 6:30-8:00 each night.
- Provide refreshments for parenting classes.

Location: Choir Room - Building 1

Photography Team Leader: Jenessa Armstrong

Will take photographs throughout the week for social media and future promotion.

Responsibilities

- Schedule photographer each night.
- Send photos to be posted on social media.
- Take crew photos on Thursday in the Main Auditorium.

Preschool Class Team Leader: Lauren Taylor

Will lead a quality preschool program for 3-4 year olds each night.

Responsibilities

- Transport from rally to classroom to closing rally.
- Teach a Bible lesson for each age group each night.
- Transport to playground and classroom.

Location: Preschool Room - Building 4

Rally Team Leader: David Siers

Will lead opening and closing rallies each night.

Responsibilities

- Explain schedule at opening rally and dismiss kids.
- Lead the offering and advertise special nights to kids in closing rally.
- Organize pie-in-the-face volunteers each night.

Location: Main Auditorium - Building 1

Registration Team Leader: Erica Merriam

Will lead a team of volunteers to check-in children each night.

Responsibilities

- Oversee registration volunteers using iPads with Eventbrite.
- Check-in each child each night and distribute parental pick-up authorization bands.
- Inform snacks of any food allergies.
- Update master spreadsheet with attendance and decisions made.

Location: Main Auditorium - Building 1

Security Team Leader: Dwight Meadows

Will help create a safe and orderly environment on campus.

Details

- A nurse or trained EMT will be available on-site.
- All security personnel will be reachable by radio.
- Patrols will be conducted around the campus.

Setup Team Leader: Chris Traynor

Will support a crew who will clean and set up each area.

Details

- Set-up classrooms and other campus areas.
- Clean all meeting rooms and restrooms daily.
- Set-up signage and parking lot barrier cones.
- Set-up tables and chairs for registration, Parenting Class, bank, etc.

Skits Team Leader: Dan Taylor

Will create an engaging program to enhance VBS theme.

Responsibilities

- Write and practice skits for each night of VBS.
- Assemble a team to help with the skits.

Location: Main Auditorium - Building 1

Snacks Team Leader: Kristi Wilbur

Will provide creative snacks for the students each evening of VBS.

Responsibilities

- Create snack supply list and organize donations.
- Decorate the snack area.
- Distribute snacks and drinks to children.

Location: Family Life Center - Building 5

Volunteers Team Leader: Jeremy Traynor

Will oversee volunteer assignments and other details about the week.

Details

- Organize and communicate with volunteers.
- Answer questions and needs at registration.

