



# VOLUNTEER HANDBOOK 2022

For Everyone who calls on the  
name of the Lord will be saved.

*Romans 10:13*



# WELCOME



## Greetings Earthling!

Thank you for volunteering to serve at Grace Kids Adventure Week this year! Lost in Space Adventure Week will be held June 20-24 from 6:00-8:15pm. We are looking forward to spending the evenings with you!

Through our outer space theme this year, the kids will be learning about how we are all lost because of our sin and are in need of a Rescuer. Through the skits, music, and at the stations the kids will hear of God's great rescue plan, Jesus our Rescuer, and learn that "everyone who calls on the name of the Lord will be saved." (Romans 10:13)

Our mission for Adventure Week every year is to clearly share the gospel with our community and families at Grace. Please remember, it is not your goal to pray a prayer of salvation with the children. We believe this is the role of the parent or other significant adult in that child's life.

However, it IS your goal to see that all the children leave at the end of the week with a greater understanding of what Jesus did for them on the cross and a hunger and thirst to know him more.

Please read through this Volunteer Guide carefully BEFORE Adventure Week begins. Please contact one of us on the Adventure Week Leadership Team if you ever have questions, problems, or have a prayer request during the week of Adventure Week. Please email us at [adventureweek@graceevfree.org](mailto:adventureweek@graceevfree.org).

**If you get sick or need to have a sub**, please contact our Volunteer Directors at: [awvolunteers@graceevfree.org](mailto:awvolunteers@graceevfree.org).

We have our own website! It has a lot of information, resources, and the music downloads. This is also where parents will register their kids. Check it out at [www.kidsadventureweek.org](http://www.kidsadventureweek.org)

We appreciate your willingness to serve the families of Grace and our community. This week would not be possible without you! Please remember to be in prayer for the kids that will come to Adventure Week and your role in the week.

*The Adventure Week Leadership Team*

# LEADERSHIP TEAM 2022



## **Admin Directors**

### **Jackson Randall & Sara Kelly**

Registration Lead: Eva-Karin Cheng & Nancy Gruendyke  
Music Lead: Kenny Clark & Kaiden & Annie Tolkamp  
Tech Lead: Chloe Rogers

## **Volunteer Directors**

### **Christy O'Herin & Preeta Daniel**

Elementary Team Captain Lead: TBD  
One2One Lead: Jen Hochadel  
Volunteer Care: Maria Childres & Chad Hardin  
Middle School Lead: TBD

## **Elementary Director**

### **Jackson Randall**

Bible Lead: TBD  
Game Lead: Sean Hernandez  
Craft Lead: Betsy Clark  
Verse Lead: TBD  
Gospel Lead: Karen Kidwell  
Coins for Missions Lead: TBD  
Costume Lead: Leslie Kehoe  
Skit Lead: Jonathan Mills

## **Preschool Director**

### **Bethany Williams & Katie Guenther**

Opening Meeting Lead: Susan Sanders  
Bible Room Lead: Laurel McMillen & Melody Davis  
Outdoor Play Lead: Emma & Sam Rapske  
Craft Room Lead: Emilee Hidy  
Indoor Play Lead: Stephanie Martin  
Gospel Room Lead: Marisa Sangum  
Nursery/Toddler Lead: TBD

## **Community Director**

### **Sandy Clark**

Parent Café Lead: Jenny Earle & Lu Lister  
Snack Lead: Pam Dancer  
Support Staff Leads (security, first aid, trustees): Joseph Lake & Joy Nakhla  
Information Tent: Stacie Schmidt  
Prayer Team Leads: Larry & Kathy Dietrich

## **Décor Directors**

### **Abby Gruendyke, Elisha Shook, Bekah Diller**



## **EMAILS AND WEBSITES**

**volunteer questions, need a sub, running late, screening forms:**

[awvolunteers@graceevfree.org](mailto:awvolunteers@graceevfree.org)

**general Adventure Week questions**

[adventureweek@graceevfree.org](mailto:adventureweek@graceevfree.org)

**kids registration questions**

[awregistration@graceevfree.org](mailto:awregistration@graceevfree.org)

**kid registration, music, parent resources, FAQs**

[kidsadventureweek.org](http://kidsadventureweek.org)



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## ALL VOLUNTEERS: IMPORTANT INFORMATION

### VOLUNTEER ROOM AND CHECK-IN

Room C-4 (downstairs by lower playground gate) will be set up as our Volunteer Room.

It is important that you come to this room first when you arrive each night. You will need to pick up your nametag and sign in.

If you are a team leader, you will need to pick up your team bag. We will have any announcements written up on the board. You may leave your personal belongings in this room. We will keep it locked or attended from 6:30-8:15pm.

Please bring your own water bottles, labeled with your name, each night. We will have water jugs where you can refill your water bottles, but due to our limited budget we will not provide water bottles or cups.

In our volunteer room, we will have treats at the end of the night, as well as a place to write down any prayer requests for yourself or kids you interact with. Our Volunteer Support Leads will take good care of all of you!

At the end of the night PLEASE return your nametag and team bag to the Volunteer Room.

### GENERAL PROCEDURES



The following are guidelines that we expect ALL Adventure Week volunteers to follow when working with children.

★ Never leave a child unattended and closely monitor all children's activities.

★ Please DO NOT use your cell phones unless you are checking the time.

★ Do not take pictures of the kids with your own phone or camera. We have a photography team that will be taking pictures.

★ Please arrive no later than 5:30 each night. If you must be late, please inform one of your team members so they can cover for you.

★ Greet each child (and parent) cheerfully by name when he/she arrives. Check to make sure they have a name tag and wristband, and take note if they have any allergies noted on the class list that will be brought to you each night.

★ Always wear your nametag and AW shirt so parents and others know you are a volunteer.

★ If a child has a minor injury, please use the first aid kits that are in the classrooms or come to the Information/First Aid Tent on the patio. Fill out an incident report form, have the parent sign it at Check-out, and turn it in at the Info/First Aid Tent.

These forms are found inside all First Aid kits or you can get one from the Info/First Aid Tent.

★ If a child has a serious or significant injury, send someone to the Information/First Aid Tent immediately and/or call 911. There will be a nurse on duty at the Information/First Aid Tent every night from 5:30-8:15pm.

## RESTROOM PROCEDURES




★ Only women change diapers or accompany children to the restroom.

★ IN K-6<sup>TH</sup>, CHILDREN MAY ONLY BE TAKEN TO THE RESTROOM DURING THE CRAFT OR GAME STATIONS. You must take 2 kids (or more) at a time (2 boys or 2 girls).

★ For K-6<sup>TH</sup> grade, a woman will take the child(ren) to the bathroom in the East Sanctuary, check to see if the bathroom is empty, then wait by the door until the child is done.

★ IN PRESCHOOL, CHILDREN MAY NOT BE TAKEN TO THE BATHROOM WHILE AT THE BIBLE STATION.

## EMERGENCY PROCEDURES



In the event of an emergency, the team leaders will lead the children with their team flag through the gate to Benton field (on the south side of our campus). The children will sit with their teams until the Leadership team has determined if it is safe to return to campus.

If there has been an emergency exit during check-out time, or if it has been determined to be unsafe to return to campus, parents should pick up their children from Benton field. We will follow the same procedures with collecting nametags and checking wristbands at the gate.

## REPORTING ABUSE

Abuse can be physical, sexual, emotional, verbal, or even neglect. Leaders, volunteers, and staff should take note of these types of abuse. Specifically, they should be attuned to when a minor appears aloof, withdrawn,

exhibits physical signs, or a marked personality change and report it.

Please see Jackson Randall, Susan Sanders, or Jim Clark immediately if you have concerns about the abuse of a specific minor. These individuals are responsible for receiving reports and determining the correct course of action.

Any inappropriate conduct or relationship between an adult and minor should be confronted immediately and reported for investigation. Any allegations of abuse will be responded to immediately.

All volunteers and staff of Grace Evangelical Free Church of La Mirada involved with minors shall immediately report any suspicion of abuse, inappropriate conduct, or inappropriate relationship, to the Elder of Youth and Children, the Director of Children's Ministry, or the Church Administrator. Following investigation and in conjunction with the initial reporter, a State of California suspected child abuse report form SS-8572 may be completed and as mandated reporters will be filed with Child Protective Services or the Los Angeles County Sheriff's Department.

## SHIRTS

We ask our volunteers to wear an Adventure Week t-shirt EVERY night. The shirts help make our team visible to the kids and parents. You are free to "modify" or decorate your shirt if you wish, as long as it is modest and appropriate.

## COINS FOR MISSIONS

Every year we collect coins each night for a missionary that our church supports. Each night we collect a different type of coin. In past years our kids have helped build a well in Africa, help a missionary family ship their belongings overseas and buy a water cistern. We will announce our Coins for Missions project at our first Opening Meeting. Encourage the kids you work with to do extra chores around the house this week to earn coins. Each night we have the kids bring different kinds of coins:

MONDAY: Pennies  
TUESDAY: Pennies/Nickels  
WEDNESDAY: Dimes  
THURSDAY: Quarters  
FRIDAY: Dollar

# ELEMENTARY (K-6<sup>TH</sup>) VOLUNTEERS

## **K-6<sup>th</sup> BEHAVIOR MANAGEMENT PROCEDURES**

We expect the teams at the stations to be under control at all times. Under control does not mean that children will always be quiet or sitting still, but they will be listening, obeying, and respecting the teachers and other children. Team leaders are responsible for managing their group's behavior while at each station.

- ★ Hitting, kicking, biting or bullying is not permitted.
- ★ Disrespect to adults or other children is not permitted.
- ★ Leaders should never hit, slap or spank children.
- ★ Behavior problems should be dealt with by redirecting a child, encouraging positive behavior and, if needed, taking the child to the side and instructing and admonishing them to behave appropriately. Children may at times need to be removed from group activity for a short time if misbehavior continues. When a child continues to misbehave, please ask someone on the AW Leadership Team for assistance.

## **Friday Closing Programs: K-6<sup>th</sup>**

Families are invited to the Closing Program from 7:50-8:30pm. The kids will sing and share their memory verses with their families. Please follow the schedule carefully as the times for rotations are different on Friday. All teams need to be seated on the stage in the West Sanctuary at 7:50pm. Please make sure you have said your good-byes before the meeting. DO NOT take their nametags as they will need them for Check-out. We will dismiss kids to their parents from the stage and they can check out as usual from 4 different exits.

## **K-6<sup>th</sup> TEAM LEADERS**

You will lead a group of 15-20 kids for the week and serve in a camp counselor-type role. You will be the most consistent person in their lives this week so please make the most of every opportunity and seek to show them Jesus in all your words and actions. When you arrive you will need to get your team bag, eat dinner quickly, and then sit by your flag on the walkway on outside of the West Sanctuary. As your group finishes their dinner, they will line up by your



flag. Please have one leader from your team be at your flag by 5:40pm.

You are welcome to come up with team cheers or decorate your AW shirt to show your team spirit. Please DO NOT decorate your team flag as we use them every year. The more team spirit you have, the faster your group will bond. Be on the lookout for new kids who may need help getting to know the other kids in your group. If you have a child on your team who you think may need some extra help, we have One2One Buddies available. Please find our One2One Lead or one of us on the AW Leadership Team to help get the child a buddy.

**CHECK-IN:** When kids arrive each night they will visit the Registration area first. If you are a team leader, we would love to have some of you standing near the Registration area to greet the kids on the first night. *(You are welcome to bring a dinner and eat the registration tables.)* The children will pick up their nametag and check in at their team table. The nametags will have their family number on it. Parents also will be given a wristband with their family number on it. Please remind the kids to keep their nametags on and encourage them to not destroy it during the week! If a child in your group comes to the Opening Meeting without a nametag, please bring them to the Registration area immediately.

**OPENING PROGRAM:** At 5:50pm, the kids will start lining up by their team flag. Elementary teams will line up outside the front entrance to the Sanctuary. At 5:55pm, we will excuse the teams to go in for our nightly Opening Program and sit in their assigned seating area in the West Sanctuary. Please help your team be good listeners and participate in the music time. If you have a child who seems extra sensitive to the noise level, then their parent needs to stay with them in foyer. You must stay with your team.

**ATTENDANCE:** During the last song, right before the skit, please send one of your leaders to the Information Tent on the patio to get your nightly attendance sheet. Please do a head count and check this with your nightly attendance sheet before you leave for rotations so you know how many kids are in your group that night. If you have a discrepancy or a child without a nametag, please come to Registration right away. Always double-check their nametags to make sure they are sitting with the right group. PLEASE remind your kids to keep their nametags nice for the week! This will greatly help our Registration team!

**STATIONS:** While at the various stations, your main job will be to help with "crowd control" by making sure that everyone is listening, not distracting others,

not being disruptive, and is playing kindly. Please sit WITH your kids at the stations and do not just stand at the back. You will need to safely guide your group to each station in your rotation at the appropriate time and get them seated at the next station. Please refer to the schedules in this guide or the back of your nametag to know where your group needs to be for each rotation. Please bring your team flag and bag with you to all the stations. You MUST be leaving your last station by 8:10 each night.

**CHECK-OUT** IS AT 8:15pm. At 8:10pm, team leaders should lead their group to the West Sanctuary and sit in your same seating area. You can leave your flag in the flag holder. Look in the laundry basket by your flag and pass out any crafts. PLEASE BE ON TIME and have them sit quietly so they can hear their last name being called. Children may not run around the sanctuary or go up on the stage. When their name is called, they will meet their parents on the East side of the sanctuary, turn in their nametag and show the Parent wristbands at the exit. Please do not leave until all the kids in your group have been picked up. Team leaders should return their team bag and your nametag to the Volunteer Room before they leave.

\*Please read the check-out procedures and restroom procedures for your age group carefully!

We will have a brief meeting with all Team Leaders on Monday night at 5:00pm in the West Sanctuary foyer and Wednesday night after all the kids have been checked out from 8:30-8:40pm.

Please let our Volunteer Directors know if you have to be late or need a sub for any night. You can email them at [awvolunteers@graceevfree.org](mailto:awvolunteers@graceevfree.org).





## K-6<sup>th</sup> GRADE OVERVIEW

### THEME VERSE:

**Romans 10:13** For everyone who calls on the name of the Lord will be saved.

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BIBLE STATION</b>	<b>Lesson Theme</b>	<b>CRASH!</b> God created us to know and love him but we ran away and were lost.	<b>HELP!</b> God gives clues about his rescue plan. God makes a way and reveals his rescue plan.	<b>LIFT OFF!</b> God's rescue plan has begun- Jesus is here!	<b>FOUND!</b> Jesus fulfills & explains God's rescue plan	<b>GO!</b> God is your rescuer and wants you to tell others about His rescue plan
	<b>Bible Story</b>	Creation and the Fall	Passover, Escape from Egypt, & 10 Commandments	Jesus baptism, temptation, call of disciples, people begin to understand that he is the Rescuer	Zacchaeus tells about being lost and found (himself and Lost son)	Resurrection, Great Commission, Ascension, Holy Spirit helps us tell God's rescue plan
	<b>Storyteller</b>	Adam & Eve	Moses & Aaron or Mirium	John the Baptist	Zacchaeus	Peter
<b>GOSPEL STATION</b>	<b>Gospel Lesson</b> (Using "Who Will Be King?" by Matthias Ministries)	God is the loving king of everything because he made everything	We say 'No' to God. We try to be our own king instead. But we make a mess of God's good world.	God is the only true king. He won't let people keep saying 'No' to him.	Because of his love, God sent his Son. Jesus died to take our punishment so we could be forgiven. God brought Jesus back to life again, and made him the king of everything.	There are two ways to live. You can say 'No' to God and keep pretending to be your own king- or you can start living with Jesus as your king.
<b>VERSE/CRAFT STATION</b>	<b>Memory Verse (NIV)</b>	<b>Psalm 19:1 (NIV)</b> The heavens declare the glory of God; the skies proclaim the work of his hand.	<b>Romans 3:23 (ESV)</b> For all have sinned and fall short of the glory of God.	<b>John 14:6 (ESV)</b> Jesus said to him, "I am the Way, and the Truth, and the Life. No one comes to the Father except through me."	<b>Ephesians 2:8 (ESV)</b> For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works so that no one may boast.	<b>Romans 10:13 (ESV)</b> For everyone who calls on the name of the Lord will be saved.

## K-6<sup>th</sup> GRADE SCHEDULE



	MONDAY-THURSDAY	FRIDAY
5:45-5:55	Start getting kids to line up and excusing teams to enter Sanctuary	
6:00-6:45	Opening Meeting *Music *Skits *Missions video	*6:00-6:30 Opening Meeting *Music *Skits
6:50-7:10	<b>ROTATION 1</b> <b>BIBLE:</b> CAMO, ORANGE, MAROON, TURQUOISE <b>GOSPEL/MISSIONS:</b> PURPLE, CHECKERED, YELLOW, ZEBRA <b>VERSE/CRAFT:</b> GREEN, FLAME, SILVER, STRIPED <b>GAMES/SNACK:</b> GOLD, BLUE, TIE-DYE, SPOTTED	*6:35-6:50 ROTATION 1
7:10-7:30	<b>ROTATION 2</b> <b>BIBLE:</b> GOLD, BLUE, TIE-DYE, SPOTTED <b>GOSPEL/MISSIONS:</b> CAMO, ORANGE, MAROON, TURQUOISE <b>VERSE/CRAFT:</b> PURPLE, CHECKERED, YELLOW, ZEBRA <b>GAMES/SNACK:</b> GREEN, FLAME, SILVER, STRIPED	*6:50-7:10 ROTATION 2
7:30-7:50	<b>ROTATION 3</b> <b>BIBLE:</b> GREEN, FLAME, SILVER, STRIPED <b>GOSPEL/MISSIONS:</b> GOLD, BLUE, TIE-DYE, SPOTTED <b>VERSE/CRAFT:</b> CAMO, ORANGE, MAROON, TURQUOISE <b>GAMES/SNACK:</b> PURPLE, CHECKERED, YELLOW, ZEBRA	*7:10-7:30 ROTATION 3
7:50-8:10	<b>ROTATION 4</b> <b>BIBLE:</b> PURPLE, CHECKERED, YELLOW, ZEBRA <b>GOSPEL/MISSIONS:</b> GREEN, FLAME, SILVER, STRIPED <b>VERSE/CRAFT:</b> GOLD, BLUE, TIE-DYE, SPOTTED <b>GAMES/SNACK:</b> CAMO, ORANGE, MAROON, TURQUOISE	*7:30-7:50 ROTATION 4
8:10-8:15	Group leaders take kids to West Sanctuary and sit in team area. Pass out crafts. Help kids listen/watch for their parents.	*7:50 Groups go to Sanctuary
<b>LOCATION</b> <b>BIBLE:</b> Upstairs Children's Classroom <b>GOSPEL/MISSIONS:</b> Upstairs Youth Room <b>VERSE/CRAFT:</b> East Sanctuary <b>GAMES/SNACK:</b> grass by lower parking lot		*8:00-8:30 Family Celebration -Kids sing and say verses for guests

# PRESCHOOL VOLUNTEERS



## PRESCHOOL BEHAVIOR MANAGEMENT PROCEDURES

We expect classrooms to be under control at all times. Under control does not mean that children will always be quiet or sitting still, but they will be listening, obeying, and respecting the teachers and other children.

Group leaders are responsible for managing their group's behavior while at each station.

- ★ Hitting, kicking, biting or bullying is not permitted.
- ★ Disrespect to adults or other children is not permitted.
- ★ Teachers should never hit, slap or spank children.
- ★ Behavior problems should be dealt with by redirecting a child, encouraging positive behavior and, if needed, taking the child to the side and instructing and admonishing them to behave appropriately. Children may at times need to be removed from group activity for a short time if misbehavior continues. When a child continues to misbehave, please ask the Preschool Director to get their parent.

## PLAYGROUND PROCEDURES

- ★ Never leave a child unattended on the playground.
- ★ Only children and Adventure Week volunteers should be on the playground during the rotations. Parents and friends should wait on the patio or by the gate.
- ★ Children may not climb trees, over walls or fences, or on top of the play equipment.
- ★ Children may not pour water in the sand table. Please help keep the sand in the sand table.
- ★ Do not let the children move the play equipment.
- ★ Children may be on the play equipment only in places that they can get to themselves. Do not lift them and put them in places they cannot reach themselves.
- ★ Do not let the children climb up the slide.

## OTHER PRESCHOOL PROCEDURES

- ★ We ask that you do not carry children, hold them on your lap, or swing them around.

★ Preschool children should use the bathrooms in their classrooms or on the playground. Only women can take children to the bathroom. Leave the bathroom door to the playground propped open when you enter. When possible, wait outside the bathroom for the child.

★ Children are allowed to use the bathroom only when they are at the Outdoor Play, Theme play, or Snack stations. Please try to avoid taking them to the bathroom during the Bible Station.

★ Children in our Adventure Week program are supposed to be 3 AND potty trained. If you have a child in your group who is not potty trained, please notify one of the Preschool Leads

★ If a child has a minor injury, please use the first aid kits that are in the classrooms or at the check-in desk. Fill out an incident report form any time you use the first aid kit (even a band-aid!), have the parent sign it, and give it to the Preschool Director. These forms are found inside all First Aid kits in the classrooms.

### **Friday Closing Programs: Preschool**

Preschool parents will join their children for their last Opening Meeting from 6:00-6:30 PM in the Youth Room. They will then go to their rotations as usual (without their parents), and

parents will pick them up at 7:45pm. At this point they can either attend the K-6<sup>th</sup> Closing Program or go home.

### **Preschool Team Leaders**

You will lead a group of 15-20 kids for the week and serve in a camp counselor-type role. You will be the most consistent person in their lives this week so please make the most of every opportunity and seek to show them Jesus in all your words and actions.

You are welcome to come up with team cheers or decorate your AW shirt to show your team spirit. Please DO NOT decorate your team flag as we use them every year. The more team spirit you have, the faster your group will bond. Be on the lookout for new kids who may need help getting to know the other kids in your group. If you have a child on your team who you think may need some extra help, we have One2One Buddies available. Please find the One2One Lead or one of us on the AW Leadership Team to help get the child a buddy.

**CHECK-IN:** When you arrive you will need to get your team bag, eat dinner quickly, and then sit by your flag on the playground. As your group finishes their dinner, they will come and sit by your flag. Please have one leader from your team be at your flag by 5:40 pm. When kids arrive each night they will

visit the Registration area first. If you are a team leader, we would love to have some of you standing near the Registration area to greet the kids on the first night. (*You are welcome to bring a dinner and eat the registration tables.*) The children will pick up their nametag and check in at their team table. The nametags will have their family number on it. Parents also will be given a wristband with their family number on it. Please remind the kids to keep their nametags on and encourage them to not destroy it during the week! If a child in your group comes to the Opening Meeting without a nametag, please bring them to the Registration area immediately.

**OPENING PROGRAM:** At 5:55pm, we will excuse the teams to go in for our nightly Opening Program. Please help your team be good listeners and participate in the music time. Preschool parents are encouraged to say goodbye to their kids when they are dropped off at the playground or after the Opening Program. They will be invited to attend the Opening Meeting with their child on Friday for a special program. Preschool parents do need to stay on campus for the entire program though. You must stay with your team.

**ATTENDANCE:** Preschool attendance sheets will be delivered to you during the

opening program. Please do a head count and check this with your nightly attendance sheet before you leave for rotations so you know how many kids are in your group that night. If you have a discrepancy or a child without a nametag, please inform the Preschool Directors right away. Always double-check their nametags to make sure they are sitting with the right group. PLEASE remind your kids to keep their nametags nice for the week! This will greatly help our Registration team!

**STATIONS:** While at the various stations, your main job will be to help with “crowd control” by making sure that everyone is listening, not distracting others, not being disruptive, and is playing kindly. Please sit WITH your kids at the stations and do not just stand at the back. You will need to safely guide your group to each station in your rotation at the appropriate time and get them seated at the next station. Please refer to the schedules in this guide or the back of your nametag to know where your group needs to be for each rotation. Please bring your team flag and bag with you to all the stations.

**CHECK-OUT** IS AT 8:00pm. To pick up a child in Preschool, the parents will come to the upper playground and a volunteer will direct them to their team pick-up spot. Team captains will keep their kids seated, greet the

parents, and pass out their craft. Do not collect nametags at this time. Families will exit toward the gate, turn in their nametag and have their wristbands checked by a staff member at the gate. Team leaders should return their team bag and nametag to the Volunteer Room before they leave.

Please let the Volunteer

Directors know if you have to be late or need a sub for any night. You can email them at [awvolunteers@graceevfree.org](mailto:awvolunteers@graceevfree.org).

We will have a brief meeting with all Preschool Team Leaders in the Owls Room on Monday night at 5:00 pm and Wednesday night after all the kids have been checked out from 8:30-8:40pm.

## PRESCHOOL OVERVIEW

### THEME VERSE:

**Romans 10:13** For everyone who calls on the name of the Lord will be saved

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BIBLE STATION/ OPENING MEETING</b>	<b>Opening Meeting Visitor</b>	Adam & Eve	Moses	John the Baptist	Zacchaeus	Peter
	<b>Bible Story</b>	Creation	10 Commandments	Jesus is Born	Zacchaeus	Jesus' Death and Resurrection
	<b>Bible Story Passage</b>	Genesis 1	Exodus 19 - 20	Luke 2	Luke 19 & 15	Mt 27-28, Mk 15-16, Lk 23-24
<b>GOSPEL LESSON</b>	<b>Gospel Lesson</b>	God is in charge.	My sin is large.	Jesus died for you and me.	So repent and believe!	(Review all)
	<b>Memory Verse (NIV)</b>	<b>Romans 10:13 (ESV)</b> For everyone who calls on the name of the Lord will be saved.				



## PRESCHOOL SCHEDULE

	MONDAY-THURSDAY	FRIDAY
5:50	Teams invited to Open Meeting	
6:00-6:25	<b>Opening Meeting</b> (Owls/Eagles Room) *Music *Missions	<b>*6:00-6:35 Last Opening Meeting- Parents Join</b>
6:30-6:47	<b>ROTATION 1</b>  BIBLE: PINK INDOOR PLAY: RED CRAFT/VERSE: WHITE  SNACK/GOSPEL: BROWN OUTDOOR PLAY: BLACK	*6:35-6:50 Rotation 1
6:47-7:04	<b>ROTATION 2</b>  BIBLE: BLACK INDOOR PLAY: PINK CRAFT/VERSE: RED  SNACK/GOSPEL: WHITE OUTDOOR PLAY: BROWN	*6:50-7:02 Rotation 2
7:04-7:21	<b>ROTATION 3</b>  BIBLE: BROWN INDOOR PLAY: BLACK CRAFT/VERSE: PINK  SNACK/GOSPEL: RED OUTDOOR PLAY: WHITE	*7:02-7:15 Rotation 3
7:21-7:38	<b>ROTATION 4</b>  BIBLE: WHITE INDOOR PLAY: BROWN CRAFT/VERSE: BLACK  SNACK/GOSPEL: PINK OUTDOOR PLAY: RED	*7:15-7:27 Rotation 4
7:38-7:55	<b>ROTATION 5</b>  BIBLE: RED INDOOR PLAY: WHITE CRAFT/VERSE: BROWN  SNACK/GOSPEL: BLACK OUTDOOR PLAY: PINK	*7:27-7:40 Rotation 5
7:55-8:00	<b>Pick-up spots: Teams will sit on their blanket on the playground, and kids will be picked up from there. They may NOT run around and play at this time.</b>	<b>*7:45 Pick Up</b> Families can attend the K-6th Closing Program or go home.
<p><b>LOCATION</b></p> <p>BIBLE: Eagles room INDOOR PLAY: Owls room CRAFT/VERSE: Sparrows room</p> <p>SNACK/GOSPEL: Hummingbirds room OUTDOOR PLAY: Playground</p>		

# JOB DESCRIPTIONS

**REGISTRATION:** You will help all the children get checked in each night by giving them their nametag, checking them in on their team clipboard and making sure their parent has a claim wristband with their family number. Please be at church at 4:00pm on Monday for training. On the other nights please arrive no later than 4:50pm as Registration opens at 5:00pm. We will also need your help on the Sunday before Adventure Week between services and after 3rd service, as well as on Monday from 10:00-11:00am to distribute Registration Packets at the Drive-Thru Registration.

**SNACKS:** You will be preparing and serving drinks and snacks to the children at the game station for K-6th and delivering the snack to the Preschool snack room.

**PRAYER TEAM:** Join the Prayer Team to pray strategically during Adventure Week from 7-7:45pm each evening. You will receive specific prayer requests from volunteers, the Elementary Gospel Station, and the Parent Café throughout the week.

**PARENT CAFÉ Host/Hostess:** You will help set up and serve coffee and dessert to the parents at the Parent Café.

We try to make a comfortable and peaceful place for parents to visit and get to know one another. In addition to serving, hostesses should make sure that any new families have someone to talk to and welcome them. This is a key place of ministry to new/visiting families and we pray that intentional, gospel-centered conversation happens at the Parent Café each night.

**PARKING/SECURITY:** You will be standing at each of our driveways from 5:00-6:00pm each night. As our parking lot fills, please direct people to park at Far East Broadcasting and NOT at the restaurant parking lots. From 6:00-8:30pm, your job is to walk around our campus and keep watch for wandering children, or any facility, safety, or medical needs. In addition to wearing your Adventure Week shirt, you will also be given an orange vest and radio to make you official. Please return your radio and vest to the Info/First Aid Tent every night.

**ONE2ONE BUDDY:** We want ALL children to have a great experience at Adventure Week. You will be assigned one or two kids who have a physical or behavioral challenge and who require a little extra attention.

Please try to meet the child's parent on Monday night and ask how you can be most helpful to their child. To the child, you will look like another one of their group leaders, so feel free to get to know the other kids in the group and join in the fun. If your buddy needs a little break from the crowd, you can take them outside until they are ready to rejoin the group.

### **K-6<sup>th</sup> TEAM LEADER:**

See page 6.

### **K-6<sup>th</sup> MEMORY VERSE/CRAFT STATION:**

Your team will first be teaching the kids their memory verse in a fun a creative way each night. The memory verses can also be found on page 10. Your team will want to have the verses written out in large letters on poster board for your room. You will also be helping the children do a very simple craft each night that displays the memory verse. Please work with your station leader to make a system for cleaning up and being ready for the next group of kids. You will have a color-coded laundry basket for each team to store their completed crafts. Please bring the laundry baskets to the West Sanctuary before check-out and place them by their team flags. If crafts are wet, they can be brought home the following night. Please label all crafts with the child's name and team color.

### **K-6<sup>th</sup> GOSPEL/MISSIONS STATION:**

You will have 20

minutes with each group to teach them a portion of the Gospel and then meet in small groups. Your site leader will contact you with how the lessons will be divided up for the week. Our gospel lessons come from a Gospel booklet by Matthias Ministries called "Who Will Be King?" The theme of each night's lesson can be found on the Elementary Overview on page 10. The last 7-8 minutes of your time will be spent meeting in small groups. Gospel Station Leaders will have the same group of kids from each rotation every night. We want you to have the opportunity to have consistent interaction with groups of kids. During this time you will be asking them application questions that go along with the gospel message shared that night. You will be praying with the small group for the missions focus for the night. There will be a clipboard in your room for you to write down any significant interaction with certain kids. Please try to use this clipboard so that the Prayer Team can pray specifically for them. Remember, it is not your goal to pray a prayer of salvation with the children. We believe this is the role of the parent or other significant adult in that child's life. However, it is your goal to see that all the children leave at the end of the week with a greater understanding of what Jesus did for them on the cross and a hunger and thirst to know him more. If you have a

child who seems really ready to ask Jesus to be their Savior, we encourage you to talk with their team leader and one of you can talk with the child's parent. If you are unsure if the child's parent is a believer, please find one of us on the AW Leadership Team or Children's Ministry staff and we will gladly help you best minister to the child and their parent.

### **K-6<sup>TH</sup> GAMES/SNACK**

**STATION:** You will be leading the groups in a game each night on the grass by the lower parking lot. Please help the children and group leaders have a fun and high-energy time without getting too competitive. We want the goal of this time to be for the kids to have fun, get some energy out, and get to know each other, not to prove who has the "best" team. If you can make the night's memory verse be part of the game, that would be great! The game time will last about 12 minutes and then the kids will be served their snack and water. Snack time is a great time to get to know the kids and ask them to say their memory verse. Please be on the lookout for kids who seem to be having a hard time getting involved with their team or making friends.

Sometimes these kids need a little help joining in. Please be aware of kids with food allergies by checking their nametags.

**K-6<sup>TH</sup> BIBLE STATION:** You will be doing a monologue or skit

to teach the night's Bible story to the kids. You will be given a script and costume. The memory verse may be mentioned at your station to connect it to the story, but it will be taught to the kids at a different station. Also, the Gospel station is set up to share a portion of the Gospel with the kids each night. Please remember that it is not your goal to pray a prayer of salvation with the children. We believe this is the role of the parent or other significant adult in that child's life. It is your goal to see that all the children leave at the end of the week with a greater understanding of who God is, what Jesus did for them on the cross, and a hunger and thirst to know him more.

### **PRESCHOOL BIBLE STATION:**

You will be teaching the night's Bible lesson in an age appropriate manner using a different visual each night, such as puppets, monologue in costume, picture cards, flannel graph, drawings, etc.

### **PRESCHOOL CRAFT/VERSE**

**STATION:** You will be helping the children do a craft each night that displays the memory verse and teaching them their memory verse. Please have your craft ready to go before each group comes in your classroom. You will also be leading the kids in some activities to practice the memory verse. Please bring each team's craft baskets to their final station before check-out.

## **PRESCHOOL INDOOR THEME**

**PLAY STATION:** You will be helping the children explore our daily Bible themes and our Adventure Week theme through indoor creative play. Please engage yourself with the kids in their play, and don't just sit back and watch.

## **PRESCHOOL OUTDOOR**

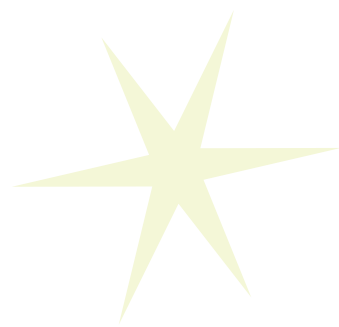
**PLAY STATION:** You will be helping the children explore our daily Bible themes and our overall theme through outdoor creative play. Please engage yourself with the kids in their play, and don't just sit back and watch. There will be a planned activity/game for the first few minutes. Then the children will be allowed to continue with the activity or have outdoor free play.

## **PRESCHOOL GOSPEL/SNACK**

**STATION:** You will be helping serve the snacks as the kids listen to a brief lesson each night to help them understand the Gospel. Please be aware of kids with food allergies by checking their nametags.

## **PRESCHOOL TEAM LEADER:**

see page 14.





# IMPORTANT DATES

## **JUNE 5** **TEAM LEADER TRAINING**

11:15am in Room 207. One2One buddies and preschool-6<sup>th</sup> grade team captains will be trained in how to make Adventure Week accessible to ALL kids. ALL VOLUNTEERS (especially all Team Captains) are highly recommended to attend. This meeting is required for all One2One Buddy volunteers.

## **JUNE 11 & JUNE 18** **WORK DAYS**

Come help us prep for Adventure Week. Paint, build, cut, create, etc. We need you!

## **JUNE 19** **VOLUNTEER T-SHIRT PICK-UP**

You can pick up your shirt between services or between 1:00-1:30pm on Sunday, June 19 in A-2 (next to the church office). Please contact [awvolunteers@graceevfree.org](mailto:awvolunteers@graceevfree.org) if you are unable to pick up your shirt on June 19.

## **JUNE 19** **SET-UP DAY**

We need a small army of people to set up for our week! Please join us after 2nd service on Sunday, June 19. We will start setting up at 1:00pm. We will have various set-up crews that you can join. We are usually setting up until 6:00pm so if you cannot come until later in the afternoon, we would still appreciate your help!

## **JUNE 20-24** **ADVENTURE WEEK!**

Check-in in the Volunteer Room each evening. Team Leaders meet teams at 5:40. Program is from 6-8pm (preschool), 8:15 (K-6<sup>th</sup>).

## **JUNE 20** **TEAM LEADER MEETING**

We will have a brief meeting with all Team Leaders on Monday night at 5:00pm in the West Sanctuary (K-6<sup>th</sup>) and the Owls Room (Preschool).

## **JUNE 22** **TEAM LEADER MEETING**

We will have a brief meeting with all Team Leaders on Wednesday night from 8:30-8:40pm in the West Sanctuary (K-6th) and the Owls Room (Preschool).

## **JUNE 24** **CLEAN-UP**

On Friday night after the closing program, we will need everyone to help clean up and put our church campus back together. Please plan on staying a little longer on Friday night. After all the families have been checked-out and you have said goodbye to all your kids, please clean up your ministry area. A Clean-up Crew Leader will have an instruction sheet for your area to ensure that all materials are returned to the right place. Clean-up instructions will also be posted in the Volunteer Room on Friday. Please bring all Adventure Week supplies and decorations from your area to the Youth Room.



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