



# 2025 VBS Leader Handbook

*Mayfield Road Baptist Church*

*June 22-26 // 6:30 PM-9:00 PM*

# THANK YOU!

We hope you're ready for an exciting week of reaching, building, and empowering the next generation!

No matter your role in this year's Vacation Bible School, you are making a difference in the lives of children. From snacks, games, crafts, Bible Story and Worship Rally times, as well as our early preparations – it ALL matters. At Mayfield Road Kids, our *Big Win* is seeing kids trust Jesus and ultimately learn, love, and live God's Story boldly together. There are so many ways to do that on a daily basis and you are doing that by being a part of VBS. Thank you for being a part of this team!

Teammates,

**Dr. Phillip Vincent**  
Family Pastor  
337-884-5267

**Michelle Pringle**  
VBS Director  
682-429-3259

**Alicia Armontrout**  
Preschool Coordinator

Find VBS Leader Tools at [bit.ly/iteachvbs](https://bit.ly/iteachvbs)



## GROUP LEADERS

Kindergarten • Grades 1-2 • Grades 3-4 • Grades 5-6

*Group Leaders lead a selected group of kids through the day's activities. They are also responsible for:*

- Praying for each leader and child in your group.
- Keeping group's attendance records.
- Overseeing group's check-in and check out processes.
- Helping maintain order in each rally and rotation.
- Helping the group transition to next rotation.
- Assisting rotation leaders as needed.
- Assisting ministry staff with follow-up.
- Keeping the energy up!!

## ROTATION LEADERS

Bible Story • Crafts • Rec/Snack • Worship Rally

*Rotation Leaders help connect Big Truths through select activities. They are also responsible for :*

- Praying for each leader and child at the rotation.
- Preparing and leading the rotation time each day.
- Decorating the site to support the theme and Big Truths.
- Assume responsibility for the cleanup of the site daily and at the end of the week.
- Keeping the energy up!!



## BIG TRUTHS

*Big Truths lead to the Big Picture of God's Big Story.*

- God is good.
- God made everything.
- God is in charge of everything.
- Jesus came to save sinners.
- God wants to talk with us.
- The Bible is God's true Word.
- The Church is God's family.

## DECORATING

We need as many hands as possible to help us transform our church campus into an engaging space for our kids.

If you're interested in helping, please reach out to Michelle Pringle ASAP! Many hands and helpers are needed. **No decorating experience needed, we're impacting eternity, not Instagram!**

## KEY AREAS TO KNOW

- Curriculum Return: B108
- First Aid: Preschool Lobby
- Leader Snacks: A101
- Phillip's Office: B112
- Registration: Sanctuary Foyer
- Resource Room: B106

## VBS VIP GATHERINGS

*For all VBS leaders // Vision – Information - Prayer*

- May 18 at 4 PM in Sanctuary
- June 22 at 5 PM in Bridges Hall
- June 23-26 at 6 PM in Bridges Hall



## DAILY DRESS THEMES

For Kids and Leaders:

- **S:** No special dress theme.
- **M:** *Move It Monday*. Wear funky socks to remember God sees you.
- **Tu:** *Big Bug Tuesday*. Dress as your favorite creation to remember God cares for you.
- **W:** *Wilderness Explorer Wednesday*. Come dressed to explore God's love for you.
- **Th:** *Trendy Shades Thursday*. Wear sunglasses to remember God always keeps His promises.

## FAMILY NIGHT

All kids and their families will meet in the Sanctuary on Thursday, June 26 for Family Night beginning at 6:30 PM followed by Kona Ice in the front courtyard.

Leaders should be ready to serve as decision counselors during Family Night (refer to Page 14).

Once VBS Family Night has concluded on Thursday, clean up will be “all hands on deck” for leaders.

We will tear down everything and place it in the Kids' Choir classroom – Room B108 in the Children's Suite. This will go fast if every able-bodied person stays to help!

## MISSION OFFERING

We are so excited to partner with Israel Today Ministries this year as the mission we'll support and collect funds for during VBS.

Israel Today Ministries exists to fulfill the Abrahamic Covenant (Genesis 12:1-3) in practical and profound ways through humanitarian relief and teaching Scripture.

Dr. Jeff Johnson will share with the kids about his ministry during each day's Opening Rally. Monies will be collected at the end of each day's Opening Rally.

## CHECK-IN & CHECK- OUT

Parents will use our iPads to check-in and receive a nametag for their child as well as a claim ticket. Parents will drop off their child in their child's designated pew.

For Check-Out, parents will pick up their children directly from their designated pew in the Sanctuary. It will be the responsibility of each leader to check the parent's claim ticket and remove the child's nametag before releasing their group members to their parents.

## CONNECT VBS + HOME

Copies of our *Grownups Guide to VBS* will be available in the Sanctuary foyer, in addition to our VBS website ([bit.ly/mayfieldvbs](http://bit.ly/mayfieldvbs)) to help families connect VBS with the activity of their homes.



## WE START WITH PRAYER

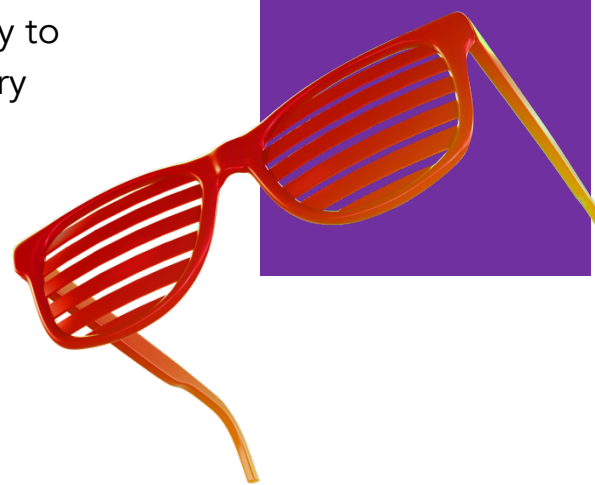
Nothing of eternal significance happens apart from prayer! Each evening we will meet in Bridges Hall for a time of Vision, Information, and Prayer. This is a key time of connection and prayerful preparation as a VBS team.

We will gather at 5 PM on June 22 and 6 PM on June 23-26.

## WE FINISH WITH FAMILIES

As leaders, we have an incredible opportunity to create a shared experience that's designed to help shape the way children, and their families, see faith...together. VBS has the ability to provide an environment that gives parents the cues they need to nurture their child's growing faith. **That's why we "finish with families".**

As grownups come to pick up their children, look for opportunities to talk to them about what their children experienced and the exciting things that happened. When families share experiences together, they create history as a family, so let's leverage this opportunity to influence families to learn, love, and live God's Story boldly together!





## WHAT TO SAY

- "This is the perfect opportunity for everyone to invite a friend to come to church on Sunday."
- "Tomorrow we get to...(share something fun that's coming!)"
- "I'm so glad you were here today."
- "It's great getting to know you better."
- "I can't wait to see you here again tomorrow!"
- "Tell me something you remember from yesterday."
- "What was your favorite activity from yesterday?"
- "What's been your favorite song that we've done this week?"
- "Let's see if we can work on a way to learn the MVOTM together!"

## WHAT NOT TO SAY

- "Everyone stop acting crazy and listen right now!"
- "This week, we're going to have to be still and listen a lot."
- Avoid family specific statements. We don't know the background of everyone at VBS.
- "Why didn't you bring any offering?"
- "Why don't you know your memory verse?"
- "Why are you dressing that way?"
- "You didn't listen today, so there will be big consequences tomorrow."

**Remember:** Faith is one of those words that looks small on the outside, but is actually really big on the inside. Fortunately, it's still a perfect size word to talk through with kids who are themselves small on the outside and very big on the inside.



## ACTIVE

- Plan activities that allow kids to be up and moving.
- Help kids focus their energy into the learning experience.
- Use varied methods of teaching, including a variety of senses.

## LITERAL MINDED

- Use simple, concrete words.
- Refrain from using phrases such as “Give your heart to Jesus,” “open your ears,” or “zip your lips”.
- Use pictures to boost understanding.

## CURIOUS

- Provide opportunities for hands-on experiences.
- Encourage kids to discover answers on their own.
- Be ready for lots of questions, but understand it’s ok to say, “I don’t know.”

## SELF-FOCUSED

- Provide opportunities for success in each session.
- Help a child focus on strengths, not weaknesses.
- Encourage development of social skills through play and interaction among kids and leaders.

## SHORT ATTENTION SPANS

- Provide several short activities using a variety of learning styles and senses.
- Remember, “Flexibility is the best ability!”
- Keep instructions short and simple.

## CREATIVE

- Encourage imagination through free-play activities which highlight *Big Truths*.
- Provide opportunities to encourage self-expression.
- When making crafts, allow opportunities for creativity on the finished product.
- Encourage kids to discover answers on their own.
- Be ready for lots of questions, but understand it’s ok to say, “I don’t know.”

## NEED LIMITS

- Provide security by setting simple, but clear limits.
- State expectations positively. Ex: say “Walk.” instead of “Don’t run.”
- State consequences clearly and be consistent. Redirect behavior when possible.

## SENSITIVE

- Treat all children fairly.
- Always show respect to kids and families.
- Don’t make comparisons between kids.

## PHYSICALLY

- Change activities and offer balanced time of play and rest.
- Plan activities which use a variety of kids' senses and learning styles.
- Remember children develop at different rates. They do not all have the same skills and abilities.
- Plan activities that use both gross and fine motor skills.

## INTELLECTUALLY

- Kids are concrete thinkers. Keep activities challenging and relevant to their lives.
- Kids are naturally curious and becoming independent thinkers. They enjoy a variety of learning activities.
- Form groups and let kids discuss ideas presented in the Bible study. Children enjoy group decision-making.

## SOCIALLY

- Model appropriate ways to apply the concepts of right and wrong through your actions. Kids are sensitive to fairness, consistency, and honesty.
- Be specific in your praise and encouragement. Kids are becoming more aware of their peers and what others think. Kids crave genuine affirmation.
- Be firm, consistent, gracious, and loving as you address behaviors. Kids understand expectations and consequences. They desire appropriate guidelines for behavior.

## EMOTIONALLY

- Kids seek love and affirmation. They need you to love them for who they are.
- Remember that kids are often anxious in large groups of unknown people. They express feelings openly and are embarrassed easily.
- Allow kids to make choices and do tasks independently as they are growing aware of their strengths and weaknesses.

## SPIRITUALLY

- Model Christian attitudes and actions. Kids model the worship, prayers, and actions of others.
- Connect lessons to *Big Truths*.
- Allow kids to respond and participate actively in Bible study. They are learning Bible knowledge, skills, and principles and are relating this knowledge to their daily lives.
- Listen to their questions and encourage them to read the Bible for answers.
- Be a Christian mentor. Kids are increasingly capable of making commitments. They are learning to trust Christ and talk to God about their feelings.

## PREVENTION

By establishing **clear expectations**, **being consistent** with rewards and consequences, and **planning a wide variety of lesson content**, many classroom misbehaviors will be prevented.

## THE WHYS OF POOR BEHAVIOR

- HALT – Hunger, Anger, Lonely, Tired
- Need for more attention.
- Masking insecurity.
- Find it difficult to mask their anger.
- Looking for ways to be in control.
- Full of energy.
- Boredom.

## MAKE EXPECTATIONS UNDERSTOOD

Often, kids do not live up to our expectations because they do not know what we expect. Make sure your behavior expectations are **clear** and **consistent** so they can be understood and provide opportunities for **connection**. Try to learn as much as you can about the kids you will be teaching, then put systems and structures in place that will allow each kid to experience success and encounter **Jesus – on their level**.

## LEADER STANDARDS

Before we can ensure a child's eternal security, we must first establish a child's physical safety. These standards help ensure our ministry environments are **safe** and **secure** for kids while also ensuring our church **faithfully** fulfills our mission to reach, build, and empower the next generation.

- **On boarding.** All leaders must complete a background check (every 2 years) and complete required training.
- **Two- adult rule.** A minimum of 2 adults (age 18 and up) serve with a group.
- **Safety Procedures.** Please review the map and safety procedures posters in each classroom for safety procedures, such as fire/evacuation, severe weather, and lock down emergency situations.
- **Response Team.** Please calmly follow the directions of our Response Team or ministry staff in emergency situations.
- **Nametags.** At all times, adult leaders and student helpers must wear a lanyard nametag. Each child must wear a printed nametag at all times. Our Response Team wears yellow nametags and will be monitoring main hallways. Parents must present the pick-up sticker for pick-up.
- **Preschool Suite.** Only Preschool and Kindergarten leaders and kids and preschool families should enter the Preschool Suite and playground.
- **Healthy Touch.** Leaders will not engage in spanking, hitting, or threatening any child. Also, leaders will not engage in any behavior or touching which is inappropriate, including sexualized behavior such as fondling or kissing. Leaders must allow the child to initiate contact, model healthy touch with kids, and respect the child's ability to say no.
- **Restrooms.** Adults are not allowed to use the restroom with kids and must always follow the two-person rule when monitoring kids in restrooms. Only paid female staff may diaper children.
- **Communication.** All communication must be respectful, safe, and encouraging. This includes communication among our team!
- **Pictures.** Leaders are not allowed to take photos of children on their personal phones or devices without prior authorization from ministry staff. Authorized photographers are available.
- **More information.** To view our church's full *Child Protection Policy and Reporting Process*, please see ministry staff.

## WELCOMING NEW KIDS

- Play name games.
- Explain expectations.
- Be patient with kids who may not be familiar with “church rules”.
- Don’t embarrass any kids. Speak one-on-one when guidance is necessary. For instance, instead of calling inappropriate language “bad words,” graciously remind kids that “we don’t say those words here.”
- Be aware when using “church-ese”. Speak kids’ language. Define church words often and clearly, such as who Jesus is; what sin is; what it means to be born again; or what it means to be baptized.
- Teach Bible skills as if no one has heard them so that a child doesn’t feel like the odd one out. This is especially true for older kids. Many will not know how to find a specific Bible book or verse and may not even truly know what the Bible is.
- Remind kids of details. Take time daily to remind kids of what was learned in previous sessions and of this story’s place in God’s Big Story.

## WELCOMING KIDS WITH DIFFERENT ABILITIES

- Make environmental changes so that those with physical limitations are able to experience Jesus on their level.
  - Move floor activities to a tabletop.
  - Increase the font size of handouts or posters.
  - Use a clear color contrast for print items.
  - Adapt activities to allow each student to taste success.
  - Provide pool noodles to extend the reach of kids with limited mobility.
  - Offer options that would include the child such as being the timekeeper or scorekeeper.
  - Provide a large clip (like a chip bag clip) to aid in holding cards.
- Modify content for kids so they can learn about Jesus on their level.
  - Provide a visual schedule using icons to represent the day’s schedule.
  - Use picture cues whenever possible for learning and review.
- Provide a buddy for kids requiring additional support.
  - A buddy can provide one-on-one assistance, monitor safety, can reteach or redirect a child during the Bible story or activity.
  - A buddy can make accommodations to the environment for the kid as needed, such as moving chairs out of the way and assisting the kid with activities.

## TALKING TO KIDS ABOUT JESUS

1. Start by asking why the child chose to respond.
  - a. Ask: *Why did you raise your hand?*
2. Ask them to explain their understanding.
  - a. Ask: *You say you want to be saved. What do you mean by that?*
3. Review the Gospel, the good news, with them.
  - a. **God rules.** The Bible tells us that God made everything and He is in charge of everything.
  - b. **We sinned.** Since the time of Adam and Eve, everyone has chosen to disobey God. The Bible calls this sin. Because God is holy, He cannot be near sin. Sin separates us from God and deserves God's punishment.
  - c. **God provided.** God sent His Son, Jesus, to save sinners. It is something we, as sinners, could never earn on our own. Jesus alone saves us.
  - d. **Jesus gives.** Jesus lived a perfect life, died on the cross for our sins, was buried in a tomb, and on the third day, rose again. Jesus gave His life for us so we could be welcomed into God's family forever!
  - e. **We respond.** We can respond to Jesus. ABC is a simple tool on how to respond to the gift Jesus offers.
4. Review the ABCs with them.
  - a. **Admit.** We must admit to God that we are a sinner and we must turn away from our sin.
  - b. **Believe.** We must believe that Jesus is God's Son who came to save sinners.
  - c. **Choose.** We must choose to receive the forgiveness God offers us through Jesus and choose to live for Jesus.

**If they have any questions or are unclear, try to answer their questions. If they remain unclear, suggest they speak with a pastor and pray with them.**

5. If the child understands clearly the Gospel and is ready to respond to the Gospel by making a decision, lead them to pray something like this:

*Dear God, I admit that I am a sinner and I need your forgiveness. I believe that Jesus died and rose again so that I can be forgiven freely, fully, and forever. I choose to make Jesus the leader of my life and live for Him.*

**If you have any questions, ask for one of the pastors.**

# DAILY SCHEDULE

Leader VIP Gathering at 5 PM (Sun) or 6 PM (M-Th).

Be in your pew and ready to receive kids by 6:15 PM.

## PRESCHOOL

| Time        | <i>PreK</i>                         | <i>Kinder</i>                            |
|-------------|-------------------------------------|--|
| 6:30 – 6:50 | <b>Free Play</b><br>Elephant Room   | <b>Opening Rally</b><br>Sanctuary        |
| 6:55 – 7:20 | <b>Crafts</b><br>Elephant Room      | <b>Bible Story/Snack</b><br>Giraffe Room |
| 7:25 – 7:45 | <b>Music</b><br>Zebra Room          | <b>Rec</b><br>Playground                 |
| 7:50 – 8:10 | <b>Rec/Snack</b><br>Playground      | <b>Crafts</b><br>Giraffe B               |
| 8:15 – 8:35 | <b>Bible Story</b><br>Elephant Room | <b>Music</b><br>Zebra Room               |
| 8:40 – 9:00 | <b>Free Play</b><br>Elephant Room   | <b>Closing Rally</b><br>Sanctuary        |

## ELEMENTARY

| Time        | <b>Green</b><br><i>Grades 1-2</i>      | <b>Red</b><br><i>Grades 3-4</i>        | <b>Blue</b><br><i>Grades 5-6</i>       |
|-------------|--|--|--|
| 6:30 – 6:50 | <b>Opening Rally</b><br>Sanctuary      | <b>Opening Rally</b><br>Sanctuary      | <b>Opening Rally</b><br>Sanctuary      |
| 6:55 – 7:25 | <b>Rec/Snack</b><br>Field/Bridges Hall | <b>Crafts</b><br>A103/104              | <b>Bible Story</b><br>Music Suite      |
| 7:30 – 8:00 | <b>Crafts</b><br>A103/104              | <b>Bible Story</b><br>Music Suite      | <b>Rec/Snack</b><br>Field/Bridges Hall |
| 8:05 – 8:35 | <b>Bible Story</b><br>Music Suite      | <b>Rec/Snack</b><br>Field/Bridges Hall | <b>Crafts</b><br>A103/104              |
| 8:40 – 9:00 | <b>Closing Rally</b><br>Sanctuary      | <b>Closing Rally</b><br>Sanctuary      | <b>Closing Rally</b><br>Sanctuary      |

# SCHEDULE



# TEACHING OVERVIEW

Kindergarten Big Truth: God is good.

Worship Rally Big Truth: Made to magnify God!

Memory Verse Of The Month - MVOTM: "Proclaim the Lord's greatness with me; let us exalt His name together." Psalm 34:3

|                             | DAILY TRUTH             | BIBLE STORY  |
|-----------------------------|-------------------------|--|
| Sunday                      | God sees me.            | Jesus & The Children<br><i>John 1:1-3, 12;</i><br><i>Mark 10:13-16</i>       |
| Monday                      | God cares about me.     | Jesus Calmed<br>The Storm<br><i>Mark 4:1, 35-41</i>                          |
| Tuesday                     | God loves me.           | The Woman At<br>The Well<br><i>John 4:1-42</i>                               |
| Wednesday                   | God forgives me.        | Jesus & Nicodemus<br><i>John 3:1-12; 18-20;</i><br><i>1 Corinthians 15:6</i> |
| Thursday //<br>Family Night | God keeps His promises. | Jesus Taught<br>About Worry<br><i>Matthew 6:25-34</i>                        |

Connect VBS + Home at [bit.ly/mayfieldvbs](http://bit.ly/mayfieldvbs)