

**ST. ANDREW'S CHURCH  
VACATION BIBLE SCHOOL VOLUNTEER RESPONSIBILITIES  
ADULT AND TEEN**

**ADULTS**

**\*\*\*Adults are asked to arrive between 8:00 and 8:20 every day. If bringing a student or a teen, they may come with you at that time.\*\*\***

**Group Guides** – Be responsible for your group of children from when they arrive to when they depart. Always alert parish staff of any accidents or medical problems, regardless of how small they may seem. Greet the children, take attendance, travel with them to music, snack, crafts, outdoor games, and Bible Story according to schedule. During Bible Story, read the daily scripture to them (packet will be provided) and discuss scripture as it relates to the skit, to the theme, to their Catholic Christian identity, and to their lives. Be aware of any medical concerns that your children may have. Be alert to any strangers in the building, and report anyone suspicious to parish staff. Schedule in trips to the rest room and drinking fountain during the day. Have parent or guardian sign out child at noon. Collect name tags for the next day. You are also responsible for supervising your teen volunteers. Make sure they are on task and are paying attention to the children. Assign them specific tasks as you see fit.

**Snacks** – Supervise the kitchen, your 4 teen volunteers, and the dispensing of the daily snacks. Be alert to any food allergies within the groups. Your 4 teens will get the snacks ready, distribute them, and clean up after. Make sure your teens lead the groups in a blessing before

**TEENS**

**\*\*\*Important\*\*\* - you are here to help out with VBS, not to socialize or use your phone. Arrive by 8:20AM each day, and be ready to prepare your area (see below), watch children in the Social Hall, or escort children up from the lower level. Make sure you sign in and out each day (log located near kitchen) and wear a VBS volunteer sticker.**

**Aides** – Upon arrival at 8:20 am, sign in and then report to the lower level to help bring children upstairs. Stay with your group and travel with them to crafts, music, snack, outdoor games, and Bible Story. You are there to assist the teacher in charge, so be alert for whatever they need you to do, whether it is take someone to the bathroom, get a tissue, tie someone's shoe, or hold a hand while walking down the hall. You may eat snack when your group eats snack. Help to watch over all the children at dismissal time, and make sure (the little ones especially) do not run off without their parents. Stay until all children are picked up, and leave only when your teacher lets you.

**Snacks** – Upon arrival at 8:20 am, sign in, and then report to the kitchen and get ready. Review the daily snack, and get trays ready for each group as it comes in. Lead the group in the blessing before the meal. Serve the snack, and clean up afterwards. Leave the kitchen clean and ready for the next day.

the meal. Leave the kitchen clean and ready for the next day.

**Crafts** – Develop the craft for each day and create a list of craft materials needed. Supervise the craft area, your 4 teen volunteers, and the making of the daily craft. Explain each craft to the group, and demonstrate if necessary. Send craft home daily.

**Music** – Supervise your teen volunteers, and teach the children the daily song and the hand motions that go with it. Get them prepared to present all four of their songs on Friday during the closing program. Music on Friday is in the Church, not the music room.

**Outdoor games** – Supervise your 3 teen volunteers, and teach each group of children the daily game. Make sure you have the correct items needed each day, clean up the game area at noon, and prepare for the next day. Always report any injuries to parish staff.

**Nursery - The Nursery** during VBS is for children of parents who are working at VBS. You and your teen helper will babysit the children, keep them safe, provide them with snacks from the kitchen upstairs, etc.

**Crafts** – Upon arrival at 8:20 am, sign in, and then report to the craft area and assist the leader in preparing the craft for the day. As each group enters the craft area, be ready to assist with craft assembly (especially smaller children), or to do whatever the craft leader needs you to do. Leave the craft area prepared for the next day.

**Music** – Upon arrival at 8:20 am, sign in, and then assist with bringing children up from lower level. At 8:50am, report to music room and help music leader prepare for the day. Your duties include passing out song lyric sheets, demonstrating hand motions, singing, and collecting song lyric sheets. Leave the music room prepared for the next day.

**Outdoor games** – Upon arrival at 8:20 am, sign in, and then report to the social hall, review the game for the day, and collect whatever materials you will need. Games are played outside under the maple tree near the office. Duties include demonstrating the game, making sure the children stay within safe boundaries, and cleaning up the game area after. Leave the game area clean and ready for the next day.

**Nursery** – If we have any toddlers to watch, your duties are to babysit them until their parents return from their VBS duties. More information to come. If there are no toddlers in the nursery, you will be assigned to a different area.

**Skit** – Skits and props are under the direction of Molly Allison, who will advise those participating.