

Volunteer Handbook

FIRST BAPTIST DOUGLASVILLE
SUMMER
BLAST
June 27-30, 2022 www.gofbcd.org

**Your need-to-know
guide!**

Thank you!

Thank you so much for choosing to serve at Summer Blast! At First Baptist Church of Douglasville, we desire to glorify God by making disciples and proclaiming the gospel throughout the world. Summer Blast is a tool to help us pursue that mission. Without your help, Summer Blast would not be possible, so we are grateful for you and your willingness to be part of this awesome camp.

What is Summer Blast and Blast Jr.?

Summer Blast is an evening summer camp for kids who have completed Kindergarten through 5th grade. At registration, kids will be able to select from a variety of sports, arts, and other fun activities. During the camp, they will receive coaching and instructions in their chosen activities as well as participate in small and large groups to learn more about God and what He has done for us. Summer Blast provides a way for us to reach kids in our community who may not hear about Christ at home.

Track Options (See below for a map for exact locations)

Outdoor Options:

- Soccer
- Basketball
- Field Day Extreme

Indoor Options:

- Cheer and Tumbling
- Arts and Crafts
- Cooking
- STEM
- LEGO®

Blast Jr. – This program is for Summer Blast volunteers' kids that are from Birth to upcoming Kindergarteners. While you serve at Summer Blast, it is important that we offer more than just childcare for your kids. Blast Jr. is a fun camp-like experience where your little ones can learn more about who God is and what He has done for us. You should have signed your kids up for Blast Jr. when you registered to volunteer at Summer Blast. *Please try to pick up your kids ASAP once you are finished with your volunteer role each night.*

As we prepare for Summer Blast, we hope you will join us:

- Pray in advance for the kids and their families.
- Pray for protection and safety for everyone on our campus each night.
- Pray for good weather.
- Spend time in God's Word, asking Him to prepare your heart and speak through you.

General Information for All Volunteers:

First and foremost, we are asking all our volunteers to come with the right heart and attitude. There may be times when things do not go as planned or challenges arise. I believe if we keep our church's four guiding principles in mind it will make all the difference:

- Be loving.
- Be selfless.
- Be understanding.
- Be flexible.

MARK YOUR CALENDAR for Sunday, June 12th. We are having a very important **Volunteer Meeting**. This meeting will be at 2:00pm in the Fellowship Hall.

At the Volunteer Meeting, we will cover NEW information and any last-minute updates that you will need to know.

Childcare will be provided for children Birth – Kindergarten.

If you cannot make our volunteer meeting, please email Linda Walters at lwalters@gofbcd.org.

Food Drive Competition

Our desire is that Summer Blast would not only impact those who come but also our whole community. So, we will partner with A Gift of Love to put on a food drive. A Gift of Love is a nonprofit organization that serves over 30 elementary, middle, and high schools in Douglas County and feeds approximately 300 children every week!

We are making this year's food drive competition between the boys and the girls. A Gift of Love has requested the following food items:

- Canned Ravioli
- Canned Beefaroni
- Mac and Cheese
- Ramen Noodles

Food items should be placed on appropriately marked tables (boys or girls) in the foyer as kids enter. At the closing rallies, we will announce the winner of each night's competition with the overall winner being announced on Wednesday.

Schedule for Monday – Wednesday:

6:00pm-6:40pm – Opening Rally

6:40pm-8:15pm – Tracks, Small Group Bible Study, and Snacks

8:15pm-8:30pm – Closing Rally

Thursday Night Family Night:

This will be a time for us to connect with families, share the gospel, allow parents to see some of what their child has been doing for the week, as well as provide some fun family activities. Parents will be in charge of their kids for Family Night. Doors open at 6:00pm. We will kick things off in the gym at 6:30pm, followed by inflatables for the kids and food for the whole family. We will be serving corn dogs, chips, and cookies. This will be at no additional cost. So don't miss this special night!

INCLEMENT WEATHER:

- Weather notifications that would cause changes at camp will be distributed using a mass email to parents and volunteers, so please check your email if inclement weather is forecasted.
- Drop off and pick up will remain as planned, with all children being dropped off at the front entrance of the main building and picked up in the Gym at 8:30pm.

The following is our basic plan for bringing outdoor tracks inside due to inclement weather.

Inclement Weather Track Locations:

Soccer – High School and Middle School Room

Basketball – Gym

Cheerleading – Moves from Gym to Fellowship Hall

Field Day Extreme – Upstairs Adult Halls

Other information for all volunteers

- I would encourage you to bring a LABELED water bottle, especially if you are helping with an outdoor track.
- In case of emergency, please go immediately to the First Aid Tent, which will be located on the back lawn.
- We will have a snack dinner available for our volunteers in the Fellowship Hall. Stop by anytime between 5:15pm and 7:15pm. Donations are appreciated.
- If you have a Red FBC Douglasville t-shirt we ask that you wear that along with your lanyard each night. If you don't have a Red FBC Douglasville t-shirt we ask that you would still wear a red t-shirt each night.
- Parents will come in the building to pick up their kids. Parents will be issued a security card and will be expected to show it for pick up.
- Blast Jr. Volunteers should arrive by 5:00pm. Track Leaders should arrive by 5:45pm. Team Leaders and all other Volunteers should arrive by 5:15pm.
- If you have a Pre-K child, they can be dropped off after 5:00pm.
- If you have a grade school child that is participating in camp, they will need to stay with you until their Team Leader arrives in the Gym.
- Please encourage kids to come back for our Thursday Night Family Night.
- We are asking our volunteers to park in the front parking lot. If you are physically able, please reserve spaces close to the church for our guests or those who need them.
- All adult volunteers are required to have an updated background check on file.

- At NO time should any of our volunteers be behind closed doors alone with a child. This includes taking kids to the restroom.

Find your volunteer position below for specific information for you.

Blast Jr. Team:

This team will provide childcare and a Summer Blast-like experience for volunteers' children from birth to Pre-K (this includes any children who have not yet entered Kindergarten). These team members will need to arrive by 5:00pm and will need to plan to serve until 8:50pm.

Team Leader

Team leaders play a critical role in the success of Summer Blast. During the camp, you are your kids' caretaker, mentor, and guide for the week. Team Leaders will meet and greet their kids in the Gym as they arrive. They will also be responsible for leading their group to their track and back into the Gym for the closing rally. In addition, Team Leaders will be responsible for leading the small group Bible study discussion each day. Each night during the opening worship rally there will be a large group Bible message. Each night the Team Leader will facilitate a Bible study and discussion for their group related to this large group opening message. Team Leaders will be provided a leader guide in advance and are expected to prepare in advance for these small group Bible study times. Even though you are not expected to lead a track you will be assigned to a specific track group. That will be your group for the week.

There is no specific time designated for the small group Bible study or snack. We wanted groups to have some flexibility so that they can do what works best in their specific track. Communicate with the Track Leader to work out a time to have the small group Bible study and snack each day. Feel free to combine these two times and do Bible study while the kids are eating their snacks or do them at separate times. We allotted 15 – 30 minutes total for both Bible study and snack time.

Roster/Name Tags – We will give you a roster with all your kids' names along with any notes you may need pertaining to each child. Please use the roster to mark those who are present each day. You will also receive name tags for each kid for each day of the week (3 per child). Please put those on each child as they arrive. We will keep you informed of any additions or subtractions to your roster if that happens.

Curriculum for the small group Bible study will be provided. We will email you a digital copy and we will also have a physical copy for you at the volunteer meeting on June 12th.

Snacks/drinks - You will either need to stop by the fellowship hall on the way to your track area or send an assistant to retrieve them. Snacks will be in a bag labeled with your group name. i.e., "K-2nd Soccer". Water and lemonade coolers will be located in or nearby your assigned track area.

Pickup - After the closing rally, parents will be allowed to come to the Gym to pick up their kids. Parents are expected to show you a security card or picture of the security card with their child's name on it. Please be sure the name on the security card matches the name tag on the child.

Thursday Family Night – You will not be responsible for others' kids this night; however, we do encourage you to please use this night to connect with the parents of the kids you have. For STEM, Arts and Crafts, and Cooking, we are planning to create display tables in the foyer for parents to see what their kids have created that week. Please be sure to set some of these aside from the week to include on this table.

Pastor Jamie will be your point of contact. Please see him for instructions if needed.

Team Leader Assistant:

Team Leader Assistants will work with the Team Leader to help lead and guide groups throughout the night. *(See above for all Team Leader responsibilities.)*

Track Leader:

You are our sports and arts expert! Track Leaders will be responsible for running and managing the specific track that they are assigned. Each track will have between 5 and 25 kids. Some groups will only include certain age groups. Responsibilities will include creating a schedule of activities for 3 days (Monday – Wednesday) around an hour to an hour and 15 minutes each day. We ask that you think creatively and constructively as you consider how to fill up the time with your group. We want this time to be both fun but also instructive and helpful for their development in that area. Each leader will be assigned helper(s). The number of helpers assigned will depend on the track and the size of the group. Please include your helpers in instructing and assisting the kids. Track Leaders are expected to arrive by 5:45pm and be in their assigned area in plenty of time to meet with their helpers and get set up prior to receiving the kids by around 6:40pm.

Kids will be in your area from around 6:40pm to 8:15pm. However, 15-30 minutes of that time should be allotted to Bible study and snack time. Unless otherwise arranged, Bible study and snack time is the responsibility of the Team Leader. Please be sure you have coordinated this time with your assigned team leader.

Be sure you release your kids to go into the Gym no earlier than 8:05pm and no later than 8:15pm. (Please allow for extra time the further away they are and for any restroom breaks along the way.) They are expected to be in the Gym by 8:20pm.

You will have assistants, youth volunteers, and a Team Leader to help lead your track. Be sure to utilize them each night.

If materials or supplies are needed for your track, please be sure you meet with Pastor Jamie or Joan Cole to discuss.

Track Leader Assistant:

Track Leader Assistants will help the track leader to organize and facilitate the prospective track that they signed up for. *(See above for Track Leader responsibilities.)*

Youth Volunteers:

We love having our students serving at Summer Blast!

We do ask that you abide by the following code of conduct.

- Please do not use your cell phone unless it is absolutely necessary.
- No headphones.
- Be attentive to the needs of the kids. Have a good time but remember this camp is for the kids.
- Be respectful to the other volunteers.
- Dress comfortably but modestly.
- If you have a Red FBC Douglasville t-shirt we ask that you wear it along with your lanyard each night. If you don't have a Red FBC Douglasville t-shirt we ask that you would still wear a red t-shirt each night.

It is also important that all youth volunteers attend the training/volunteer meeting on Sunday, June 12th at 2pm in the fellowship hall.

Greeter/Hospitality Team:

This team will be responsible for greeting/welcoming families, for registration, and for snacks. They will also help direct kids where to go and help make Summer Blast a warm/welcoming and exciting atmosphere.

This team will also be responsible for checking the security cards at pickup.

Someone from this team will need to stay up front at all times to receive kids that may come in late.

This team will also be responsible for receiving and counting food items brought in for the food drive. (*See details above.*)

Julie Byrd and Anna Jones will be the points of contact for this team. Please check in with them when you arrive.

Parking/Security:

Kids will be dropped off carpool style at the front entrance.

This team will help direct traffic before and after the event and help ensure guests know where to go to pick up and drop off kids. This team will also be responsible for walking the campus and manning the door to provide a measure of security. We will have police officers on duty as well to help with any security issues.

Parents are asked to enter at the Timber Ridge entrance and exit at the Prestley Mill entrance. (*See map below.*)

First Aid Team:

First Aid Team members should have experience in the medical field and be prepared to assist and help with any injuries, medical issues, or questions throughout camp.

If an emergency occurs, we will use the permission/waiver the parent filled out during registration to call emergency contacts. You will be supplied with that information.

Summer Blast staff and volunteers WILL NOT administer any medication EXCEPT in life-threatening situations when there is not enough time for a parent to come to the area.

Decoration and Early Setup Team:

This team will meet with the Summer Blast Staff leaders in advance to plan, prepare and coordinate setup and decoration. They will then come the week prior to camp and/or the first day prior to camp to set up and decorate.

Resource and Daily Setup Team:

This team will meet each day during the week of camp to prepare and set up for each night. These team members are encouraged to sign up for another volunteer position during the camp if possible.

Pre-Camp Resource Team:

This team will meet in advance of the camp to put together name tags, sort and label T-shirts, handle some of the administrative needs, and give out pre-camp packets for families to come by the church to pick up.

- Our pickup times for families are:

Thursday, June 23rd – 4:00pm-6:00pm in the foyer near the main entrance.

Sunday, June 26th – 12:00pm-1:00pm in the foyer near the main entrance.

Hype Team:

This is for the high-energy-pump-up-the-crowd type of person. These volunteers will work with our staff to help energize and have fun with the kids at the beginning of the opening and closing rally.

Your point of contact is Pastor Phillip. Please see him each night when you arrive.

Rotating Volunteer:

Our Rotating Volunteers are available to help where needed. They may be asked to be a substitute for a volunteer who was unable to come or to help provide support to a track that needs some extra help one night.

Your point of contact is Pastor Jamie. Please see him each night when you arrive.

Campus Map

