

Procedure - VBS Café Team

Thank you so much for choosing to volunteer for our cafe team. Your job is going to be a fun one! As a front-line worker, working directly with children, it is necessary to ensure you are helpful, patient, and courteous. You will follow the procedures for the general team member guide. Snack time is the perfect time to reinforce the teaching points for the day and be an extension of Christ's hands and his love. Smile and have fun with the kids while being a team player. Before during and after VBS Pray, Pray, Pray, with your teams and individually.

Before VBS starts: Café team will meet weeks or months before the start of VBS to go over the Café guide, choose and plan the food and snacks for each day. The team will provide the directors with a list of nonperishable items and one of perishable items as well as allergy friendly options to be purchased for the week. Director's will most likely provide a due by date.

Leader/Co Leader: Engage your team with instructions/questions/ideas. Make a list of jobs: Filling water jugs with water and ice. Make lemonade, set tables, organize snack ingredients, communicate with registration team about which children that have special needs, and allergens each day. Be in consistent communication with your team. Attend all VBS training sessions. Assist the team however you can. Discuss snack options and help develop a daily menu along with a daily allergen free option. Develop a daily tasks list for the week of VBS. Get to know the helpers, help them choose tasks they would like to be responsible for. Review VBS course overview with the team. If the leader is out, the co-leader steps in to lead.

Once Supplies are Acquired: Once Café team gets the supplies they need, they will meet and go over any logistical things needed and possibly make one or two of the snacks that are sometimes based on "building" a crafty snack. It's best to separate the snack supplies into which days they are needed. Please keep in touch with the Café leader to know when and where they would like to meet. Double check the shopping list for perishable items that need to be purchased every day and find out who will be doing the shopping during the VBS week. Check the church for the nonperishable supplies and be sure to let director know if something else is needed. Collect props for the snack for the teachable lesson.

VBS Week: Keep in touch with each other daily. Arrive early each day. Please read and follow the general procedures. Every day, before the opening ceremony, prepare the café area with that day's snack and supplies. Pray with your team. Make sure you have a separate table for allergy-friendly snacks and designate one person on your team to allergies only so there is no fear of cross-contamination. Everyone should wear gloves and change them in between each incoming student group. Review materials and flow of events for the day. Go over teaching points for the day. Communicate with registration team about which children that have special needs, and allergens each day. If you want to see the opening ceremony, that is fine so long as once the opening is starting to finish, you head to your assigned area to be ready for your first group's arrival.

Arrival: Invite the children to take a seat at the tables or place on the floor. In addition to your team, group leaders will also assist in keeping the children on task.

- First your team will explain the day's scripture teaching, make it short and sweet and try to make it engaging to keep the children focused.
- Show the children the snack you will be doing, then hand out the snacks to each child. Be sure the allergy person knows which children need alternate snacks.
- Assist the children, with the help of the group leaders, in making crafty snacks.
- If the children are finished with snack early, part of the team should engage the children's attention with the sign language song they are learning for the ceremony, while other team members clean the area for the next incoming class. It is best for the children to stay seated for the entirety of the cafe session. This will ensure the kids are not distracting to the other areas.

Dismissal: If you want to see the closing ceremony that is awesome, just remember to go back to your area and clean up for the day before leaving and set up for the next day's snack. You may be asked to prep food at home or bake, ingredients will be provided.