

WBBS
@ROCK BRIDGE



**REGISTRATION
TRAINING
HUDDLE**



****NEW!! 2025: VBS @Rock Bridge**



Welcome to Stellar VBS—the summer event that helps kids discover what it means to shine Jesus’ light! At Stellar VBS, kids will explore how the light of Jesus shines with power over all of Creation - even the stars in the galaxies! Even more, that same light shines through us too!

MISSION

VBS @Rock Bridge exists to make the gospel known to kids from all walks of life, equipping them to live a life rooted in Christ by exploring biblical truths in engaging and meaningful environments.

GOALS

1. **Every kid hears the gospel:** Jesus is presented clearly and age-appropriately, with space for questions and personal connection.
2. **Every kid is seen, known, and loved:** Leaders build trust through intentional relationships, creating a safe, welcoming environment for discipleship.
3. **Every kid experiences biblical truth in a fun, gospel-centered way:** Through immersive activities and energetic worship, kids engage with God's Word in memorable, joy-filled ways.



Participate in the full VBS experience by following along
with what the kids are learning!

"JESUS IS THE LIGHT OF THE WORLD!"

Theme Verse:

"He said, "I am the light of the world. Anyone who follows me will never walk in darkness. They will have that light. They will have life." John 8:12b

Day 1 - The Light of Jesus Changes Hearts

Bible Story: Jesus accepts Zacchaeus (Luke 19:1-9)

Main Point: The Light of Jesus Changes Hearts

Key Verse: "The Son of Man came to look for the lost and save them." (Luke 19:10)

Day 2 - The Light of Jesus Brings Joy

Bible Story: Jesus enters Jerusalem as a king (Luke 19:28-40)

Main Point: The Light of Jesus Brings Joy

Key Verse: "Blessed is the king who comes in the name of the Lord!" (Luke 19:38)

Day 3 - The Light of Jesus Rescues Us

Bible Story: Jesus died on the cross and rose again (John 19-20)

Main Point: The Light of Jesus Rescues Us

Key Verse: "Don't let your hearts be troubled. Trust in God." (John 14:1)

Day 4 - The Light of Jesus Shines Through Us!

Bible Story: Philip helps the Ethiopian (Acts 8:26-39)

Main Point: The light of Jesus shines through us!

Key Verse: "He told him the good news about Jesus." (Acts 8:35b)

VBS 2025

Schedule Breakdown

OPENING SESSION:

5:45 - 6:00 Crew Leader Connection
6:00 - 6:10 Jump Start
6:10 - 6:40 Opening Assembly

6:08 Countdown

6:10 Host Welcome

6:15 Worship (2 songs)

6:25 Bible Story- Host(s)

6:30 Worship (1 song)

6:35 Preschool Dismissal

6:35 Missions Highlight

6:40 Prayer/Dismissal

6:45-7:50 Rotations

CLOSING SESSION:

7:50-8:00 Mini Jumpstart
8:00-8:15 Closing Session

8:00-8:05 Recap

8:05-8:10 Offering Update

8:10-8:15 Worship (1 song)

8:15 Prayer/Dismissal



Greeters: Shine Jesus' Light from the Start!

As a Greeter, you are the first impression of Stellar VBS. Your warmth sets the tone for each family's experience. Your smile communicates God's love before a single word is spoken.

Key Responsibilities:

- **Start with a warm, friendly smile.**
 - You are the first face families meet—let your smile communicate joy, excitement, and kindness.
- **Keep your energy high and your tone positive.**
 - Greet every child and adult with genuine enthusiasm. A cheerful, "Good morning! We're so glad you're here!" goes a long way.
- **Ask: "Are you already registered for Stellar VBS?"**
 - This question helps you quickly guide families to the right place.
- **If they are registered:**
 - Cheerfully direct them to the check-in computers or stations.
 - Say something like, "Great! You can check in right over here."
- **If they are not registered:**
 - Kindly walk with them to the registration area.
 - Introduce yourself as you walk: "Hi, I'm [Your Name], I'll walk with you and help you get started."
- **Ask for their names—and use them!**
 - Learn both the parents' and children's names if possible.
 - Using names creates a personal connection and helps families feel seen.
- **Be attentive and proactive.**
 - Keep an eye out for first-time guests, families who look unsure, or those who may need extra help.
 - Gently approach with, "Can I help you find anything?" or "Is this your first day with us?"
- ****Remember:** Families usually decide how they feel about a church within the first 7 minutes.
- Your warmth, confidence, and care are essential to making a strong, positive first impression!
- **Bonus tip:** Kneel or bend slightly to greet younger children.
 - Eye-level interaction makes kids feel more comfortable and shows you value them.



Check-in Team: *Keep the Mission Running Smoothly*

As a member of the Check-In Team, you play a vital role in creating a smooth and stress-free experience for families. Your calm, confident presence helps everyone feel cared for and organized from the moment they arrive.

Key Responsibilities:

- **Assist parents at the check-in computers for pre-registered families.**
 - Greet each family with a smile and guide them step-by-step through the process.
 - Stay nearby and available in case they have questions or need assistance.
- **Walk them through the check-in process:**
 - Enter their phone number (if they need assistance).
 - Select which children they are checking in for the day.
 - Collect printed name tags and pick-up tags.
 - Each child should receive a name tag; parents receive a matching pick-up tag.
- **Offer help to keep things moving efficiently.**
 - Step in to assist with typing or navigating the system if they seem unsure.
 - Be kind and encouraging—some families may be using the system for the first time.
- **If a family is not registered or has an issue:**
 - Kindly and calmly direct them to the New Registrations area where a team member can assist with registration.
 - Say something like, “No problem! Let’s get you over to our registration team—they’ll take great care of you.”
- **Keep an eye on logistics and supplies:**
- Monitor label printer supply levels.
 - If labels are running low or the printer jams, let a tech support team member know or replace the labels if you're trained to do so.
- Direct the next family forward as computers become available.
 - This keeps the line moving smoothly and reduces wait times.
- **Remind families to take a picture of their pick-up tags.**
 - This is a helpful backup in case the paper tag is lost.
 - You can say, “Just a quick reminder—snap a photo of that pick-up tag just in case you misplace it later!”



New Registrations Team: *Get New Arrivals Ready for Lift-Off*

As part of the New Registrations team, you serve a crucial role in welcoming families who haven't yet registered or who need assistance updating their information. Your patience, kindness, and problem-solving skills help ensure every child is known by name and fully ready to experience the joy and wonder of Stellar VBS.

Key Responsibilities:

- **Warmly welcome families who are not yet registered or who need to update information.**
 - A simple, friendly introduction like, "Hi there! I'd be happy to help you get your child registered for Stellar VBS," sets the tone for a positive experience.
- **Assist parents in completing the online registration form.**
 - Let them know they can scan the QR code found on flyers or signage using their phones.
 - If they are unable to use their phone or prefer help, kindly guide them through the form using a provided laptop or tablet.
- **Be available to answer questions as they complete the form.**
 - Clarify any sections they're unsure about (e.g., allergies, grade level, emergency contacts).
 - Reassure them that you're there to support and guide them through the process.
- **Once the registration is complete:**
 - Direct them to the Check-In Team to receive printed name tags for each child and a pick-up tag for the parent or guardian.
 - Use positive language like, "You're all set! Let's get you over to check-in so you can get your name tags and jump into the fun!"

*Special Notes for the First Night

- Each campus will have a designated staff member available to assist with special cases, including:
 - Looking up children to confirm if they're already registered.
 - Verifying the correct campus if a family registered at a different location by mistake.
 - Correcting registration errors, such as duplicate entries or missing information.
- If you encounter a situation that feels complicated, don't hesitate to kindly say: "Let me connect you with our staff member—they'll help double-check things for you."



Crew Assignment Team: *Assign Recruits to Crews for a Stellar Mission*

As part of the Crew Assignment Team, you help launch every child into a great week by making sure they're placed in the right crew. Your organization and attention to detail create a smooth and safe start to the evening—and help each child feel like they belong in our VBS galaxy!

Key Responsibilities:

- **Step 1: Assign to a crew**
 - Ask: "What grade did you just finish in school?"
 - Use this information to determine their crew level.
- In the spreadsheet, type the **child's first and last name** under the appropriate crew section.
 - Mark "**G**" (girl) or "**B**" (boy) in the column for that night (e.g., Monday).
 - This helps leaders identify gender balance within each crew.
- **Step 2: Apply the crew number sticker**
 - After assigning a crew, place a round sticker with the crew number clearly on the child's name tag.
 - Make sure it's visible and secure.
- **Special Notes for Monday–Wednesday:**
 - During these nights, Crew Leaders will handle crew number stickers for returning children.
 - Your focus will be on:
 - New attendees (first night at VBS)
 - Corrections for children who were assigned incorrectly or have changes.
- **Step 3: Reinforce safety with every family**
 - As children receive their name tags and crew numbers, gently remind parents of our safety policy: "Please hold on to your pick-up tag—you'll need it to check out your child at the end of the night."
- This protects every child and ensures a smooth dismissal process.



Pick-Up Tags/Reprint: *Secure Every Recruit so They Can Return Home*

As part of the Pick-Up & Reprint Team, you ensure that each child ends their VBS evening safely and is released only to an authorized adult. Your careful attention to detail builds trust with families and reflects God's loving protection over every child.

Your Mission: Provide Safe, Secure, and Smooth Pick-Up Support

- Be stationed at the designated check-in computers during pick-up time.
 - Your role is to assist with reprinting missing pick-up tags and resolving security label issues.
 - Smile, stay calm, and be ready to help—this is often a high-traffic time for families.

Pick-Up Tag Reprint Process

- **Step 1: Look up the family in the check-in system.**
 - Ask for the child's name or the phone number used at registration.
- **Step 2: Verify the identity of the adult picking up the child.**
 - Politely request to see their driver's license or photo ID.
 - Check to see if their name is listed on the family account as an approved pick-up contact.
- **Step 3: If the adult is listed on the account:**
 - Click "Edit" next to one of the children's names.
 - Select "Reprint Security Label" to print a replacement pick-up tag that matches the child's label.
- **Step 4: If ALL security labels need to be replaced (for example, if the original was lost or compromised):**
 - Click "Reprint Security Labels" at the bottom of the screen.
 - This generates an entirely new set of tags with a new security code for both the child and adult.

What If the Adult Is Not Listed on the Family Account?

- Ask if the adult was the one who registered the child.
 - If not, or if you're unsure, involve the designated Staff Person for assistance.
 - They can check the full registration system or provide further steps.
- If the adult is **NOT** listed and did **NOT** register the child:
 - Do not release the child.
 - Politely say: "For the safety of all our kids, I'll need to contact the parent listed in the system for permission before we can release [child's name]. Thank you for understanding!"
 - Contact the parent and ask for verbal permission to:
 - Print a pick-up tag
 - Release the child to that adult



- **Wear your name tag at all times.** Our security teams are trained to look for out of place people. This tag lets parents and others know you are safe and approved!
 - Leave your name tag at volunteer checkin every night so you don't lose or forget it
- **Yellow lanyards** - kids with yellow lanyards mean we do not have permission to share their photos. These should be kept near check-in. Parents have been instructed to ask for them if they do not consent to photos.

Responsibilities for ALL Registration Team:

- **Be Warm and Welcoming** – Your smile and tone matter. You may be the first expression of Jesus' light families encounter.
- **Be Clear and Confident** – Know your steps, give simple directions, and guide families with care.
- **Be Flexible and Patient** – Some families may be unsure, confused, or anxious. Your calm presence helps ease their stress.
- **Be Observant and Helpful** – Watch for open stations, stuck families, or missing stickers. Step in where needed.

Remember: Every Role Helps Launch a Stellar Week!

Whether you're greeting, checking in, assisting with registration, or assigning crews, your role is essential in setting the tone for Stellar VBS! Each family interaction is a chance to reflect the love of Jesus and create a welcoming, organized experience for every child.