

WBS
@ROCK BRIDGE

**KINGDOM
QUEST**
AN EPIC JOURNEY TO
DISCOVER GOD'S KINGDOM

**REGISTRATION
& CHECK-IN**



KINGDOM QUEST

This summer, kids are invited to step into Kingdom Quest, a fun, faith-filled adventure where they will join in on an epic journey to discover God's Kingdom. Through stories, games, music, and hands-on activities, children will explore who Jesus is, what He has done, and what it means to live as His disciple.

Goals

1. Every kid hears the gospel.
2. The good news of Jesus is clearly presented in ways that are age-appropriate and engaging.
3. Leaders help kids connect the gospel to their own lives, emphasizing Jesus' love and invitation to follow Him.
4. Conversations about faith are encouraged, allowing kids to ask questions and respond to the gospel message.
5. Every kid is seen, known and loved.
6. Kids build meaningful connections as leaders call them by name and encourage participation.
7. Leaders model Christ's love through intentional conversations with kids and their families.
8. We create an environment where every child feels welcomed, safe, and loved by our team as we encourage discipleship.
9. Every kid experiences Biblical truth in a fun, engaging, and gospel-centered atmosphere.
10. We create exciting environments where kids from all walks of life can learn, worship, and play in ways that bring biblical truths to life.
11. Activities are designed to be interactive, immersive, and age-appropriate, helping kids connect with God's Word in a memorable way.
12. Large Group is high-energy while remaining gospel-focused, guiding kids to worship the One True God with joy and excitement.



JOURNEY THROUGH THE QUEST!



"JESUS IS THE WAY AND THE TRUTH AND THE LIFE."

Theme Verse:

"Jesus answered, 'I am the way and the truth and the life.'" John 14:6

Day 1 - CALLED

Bible Story: Jesus calls His disciples. (Luke 5:1-11)

Bottom Line: Jesus invites us to follow Him.

Key Question: "Who is Jesus?"

Day 2 - FAITH

Bible Story: Jesus walks on water. (Matthew 14:22-33)

Bottom Line: Jesus helps us trust Him.

Key Question: "Why can I trust Jesus?"

Day 3 - SAVED

Bible Story: Jesus' Crucifixion and Resurrection. (Luke 23:32-45, 55-56)

Bottom Line: Because of Jesus, I am saved.

Key Question: "What's the greatest thing anyone has ever done for me?"

Day 4 - SENT

Bible Story: We are promised the Holy Spirit. (Acts 1:2-8)

Bottom Line: The Holy Spirit helps us share about Jesus

Key Question: "How can I share about Jesus?"

Why What You Do Matters:

Studies have shown that families often form their first impression of a church within **7 minutes** of arriving. Your friendliness and hospitality help create an environment where families feel welcomed, valued, confident, and excited to return.

The check-in/registration area can often feel busy and overwhelming. When this happens, stay calm, friendly, and confident. ***Remember that a busy registration area means more children are arriving to hear the Gospel and learn about Jesus!***

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



GREETER TEAM



Greeters: Welcome Every Guest to the Kingdom!

As a Greeter, you are the very first guide families meet on their Kingdom Quest adventure. Before kids hear a Bible story, play a game, or sing a song, they meet YOU!

Your smile, enthusiasm, and kindness help families feel safe, welcomed, and excited from the moment they arrive. You help set the tone for the entire VBS experience and create an environment where kids and families can discover God's love!

Your Quest Objectives:

Open the Kingdom Gates with a Smile

- You are the first face families see. A warm smile and friendly greeting can make a huge difference.

Welcome Every Adventurer with Enthusiasm

- Keep your energy high and your attitude positive.
 - "Welcome to Kingdom Quest! We're so glad you're here!"

Help Families Find Their Next Stop

- Ask: "Have you already registered for VBS?"
- If they are registered >> Direct them to the check-in stations.
 - "Awesome! Your next stop is check-in right over here."
- If they are not registered >> Walk them to the registration area.
- "No problem! I'll help you get started."

Learn Names and Look for Opportunities to Help

- Ask for parents' and children's names when possible.
- Watch for families who seem unsure or have questions. Don't wait for them to ask for help.
 - "Can I help you find something?"
 - "Is this your first time at VBS?"

*****Bonus Quest Tip***

- When greeting younger children, kneel or bend down to their eye level. This helps kids feel safe, seen, and important.



CHECK-IN TEAM



Check-in Team: Keep the Quest Running Smoothly

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

Your Quest Objectives:

Help Families Complete Their Check-In

- Assist families as needed:
 - Enter their phone number if they need help.
 - Select which children they are checking in for the day.
 - Collect printed name tags and pick-up tags by tearing down and to the side.
- Each child should receive a name tag, and parents should receive a matching pick-up tag.

Keep the Line Moving

- Watch for families who seem unsure or are using the system for the first time.
- Offer assistance with typing or navigating the system when needed.
- As computers become available, direct the next family forward to reduce wait times.

Handle Registration Issues with Confidence

- If a family is not registered or encounters a problem, kindly direct them to the New Registrations area.
- "No problem! Let's get you over to our registration team—they'll take great care of you."

Monitor Supplies and Equipment

- Keep an eye on label printers and supply levels.
- Replace or call for help as quickly as possible.

Remind Families About Their Pick-Up Tags

- Encourage parents to take a photo of their pick-up tag as a backup.
- "Just a quick reminder—snap a photo of that pick-up tag just in case you misplace it later!"

NEW REGISTRATIONS



New Registrations Team: *Help New Adventurers Join the Quest*

As a member of the New Registrations Team, you help every family enter the kingdom and begin their Kingdom Quest adventure. Your patient, welcoming presence helps new adventurers get ready for the journey ahead while making the registration process smooth.

Your Quest Objectives:

Welcome Every New Adventurer

- Greet families who are not yet registered or who need to update their information.
- *"Welcome to Kingdom Quest! I'd be happy to help you get your child registered."*

Help Families Complete Registration

- Guide parents through the online registration process.
 - Keep a laptop open to rockbridge.cc/vbs or encourage them to scan the QR code found on flyers/signage to fill out on their phone.

Serve as a Helpful Guide

- *"I'm happy to help if you have any questions while filling that out."*
- Stay available to answer questions. Common questions may include:
 - Allergies or medical information
 - Grade level selection (***use completed grade as of May 2026***).
 - Emergency contact information

Send Adventurers to Their Next Stop

- Once registration is complete, direct families to the Check-In Team.
 - *"You're all set! Head over to check-in to receive your name tags and continue your quest."*

Know When to Call for Reinforcements

- Ask a staff member for help with:
 - Registration lookups
 - Campus verification
 - Duplicate registrations or missing information
- *"Let me connect you with a staff member who can help us sort that out."*

Bonus Quest Tip

- Some families may feel rushed or overwhelmed when arriving. A calm attitude, clear instructions, and a friendly smile can help them feel welcomed and cared for.



PICK-UP / REPRINT



Pick-Up Tags/Reprint: *Helping Every Adventurer Return Home Safely*

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 Quest Objectives:

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 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



CREW ASSIGNMENT



Crew Assignment Team: Help Every Adventurer Find Their Place in the Kingdom Quest

As part of the Crew Assignment Team, you every child have 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 adventurer begin their quest with the right group and leader.

Your Quest Objectives:

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.
 - Try to leave 1-2 open spaces in each crew to allow for guests on nights 2-4.

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 Nights 2-4:**

- During these nights, Crew Leaders will handle crew number stickers for returning children.
- Your focus will be on:
 - New attendees who did not attend on night 1.
 - 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.

****Bonus Quest Tip**

- This station can become busy very quickly. Long lines, questions, and last-minute changes are normal.
- When things get hectic, focus on accuracy over speed. A calm, reassuring experience helps families feel at ease and prevents mistakes that can create confusion later.



Royal Standards: Kingdom Quest Team Guidelines

- **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.
- **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 Serve the Kingdom!

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