

Vacation Bible School Worker Policies  
Grace Bible Church, Wappingers Falls, NY

- 1) Each VBS worker will be knowledgeable with and follow the GBC *Children's / Youth Worker Policies* and will complete and sign the *Participation Covenant* and be approved by the VBS Director prior to beginning any work with the children. (Those who are not members of GBC must also agree to and abide by *General Non-Member Policies for Children's & Youth Workers*).
- 2) Safety. All activities will be done with the utmost attention given to the safety and welfare of the children.
- 3)) "The Two Worker Policy" - A teacher with only one student but no other worker present will join in with another class until there is an additional worker or student. At no time may anything obstruct the view into the classroom from either the outside windows, the door widow or the video surveillance camera.
- 4) VBS workers are to participate in the meetings called for them by their Director. If they cannot attend they are to notify their Director.
- 5) VBS workers are to arrive a minimum of 20 minutes prior to the starting time in order to participate in the prayer time and to make sure that final preparations of both themselves and the room are completed and are ready to receive and welcome the students
- 6 ) VBS workers are to take an active interest in the lives of their students which will include at minimum regular prayer for each student. Teachers are also to make sure that enrolled students that miss a session are contacted. (This can be done by phone, e-mail or a personal visit). The teacher is also to make sure each student is contacted following VBS (by any method already listed or letter / postcard).
- 7) VBS teachers are encouraged to have contact with the parents of their students in order to know how they might best assist the parents in teaching their child to know and follow the Lord. This is also an excellent way to witness to non-Christian parents.
- 8) VBS teachers are encouraged to make prior arrangements with an approved substitute teachers for planned absences as early as possible. They are to make sure the VBS Director has been notified. If an absence will be due to illness or other emergency the VBS Director should be notified as soon as possible so that other arrangements can be made.
- 9) Games & Crafts will be age appropriate and done with the utmost consideration given to the safety and welfare of the children. All game & craft activities must receive prior approval by the particular Director of that ministry and the VBS Director.
- 10) Snacks should be fun, but also have nutritional value in order to help the children gain the needed energy, but also be able to pay attention in class. Care must be taken to accommodate all children with food allergies.
- 11) Discipline. A child that disrupts is given three warnings. On the second warning they are to be isolated to a chair separate from the rest of the group for the remainder of the class time. The parent is to be notified after class. On the third warning the child is to sent to the VBS Director and the matter will be discussed with the parent / guardian. A child that reaches the third warning twice within the week will be asked to not attend the remainder of the VBS Sessions.