

Time Traveler Team Guide & Helper Daily Responsibilities

You have the important job of guiding our kids through the day at *Time Lab*, leading them from rotation to rotation. If you're wondering what that entails, wonder no more! We've outlined your responsibilities for each area so that our kids can have the best VBC experience ever. The more your time travelers see you getting involved, the more they'll want to get involved, too!

In general, your job is to:

- Upon arrival, direct the children to the library to sign in.
- Make sure your team stays together as you travel between stations.
- Stop for bathroom breaks when necessary.
- At the end of the day, help students to gather their belongings and take-home materials.
- Be a positive and godly influence in the lives of your time travelers. This may be the first time that some hear the gospel or are among the body of Christ.

Registration Time

Children have a half hour window to arrive in the morning. Your job is to:

- Arrive early so you can greet the kids in your team.
- Send them to the library to check in: get their name tag and hand in anything from the contests from yesterday, and to say their memory verse. Have them put their backpacks/lunches downstairs in their team's area.
- Welcome visitors. Send them to the library to register.

Opening Assembly

Then everyone gathers in our large assembly area to start the day. We'll sing, learn a fun fact, hear announcements, and pray. Your job is to:

- Fellowship with your team while you're waiting for things to get started.
- Pass out the daily coloring or activity sheet for kids to work on (they can continue working on them during any down time throughout the day). Make sure names are on each paper and collect the sheets before the assembly begins.
- If there's time: listen to your team members say their memory verse from the previous day. Begin teaching them the current day's memory verse. Review previous memory verses with them. Encourage them to learn the theme verse. You could also do some of the other ideas we'll talk about in training, such as sharing trivia facts.
- Sing and participate enthusiastically during the assembly and encourage your team members to do the same.
- Encourage your team to listen attentively during the appropriate times.

Simulation Station Lesson Time

At this site, children meet teachers who present the day's Bible lesson and apologetics content in appealing ways. Your job is to:

- Encourage your team members to pay attention during the teaching time.
- Look for ways to help out, such as passing out the student pages at the end of the lesson time.
- Collect the student pages before you move to the next station. Store them in the team member bin/bags so they can take them home at the end of the day.

Quantum Leap Games

At this station, children play games that reinforce the day's Bible content. Your job is to:

- Pay attention to the directions for each game.
- Encourage your team members to participate in the games.
- Look for ways to help the game leader, which might include participating in the games.

Bits and Bytes Snacks

At this station, children snack on tasty treats that reinforce the day's Bible content. Your job is to:

- Encourage your team members to listen to the snack leader.
- Help pass out the snacks.
- Help your team members clean up the area before you leave.
- Review the daily memory verse and Bible content with your team as you have time.

Inventors' Science and Crafts

At this station, children experience adventurous science experiments and create fun crafts that are theme-related and reinforce the day's Bible content. Your job is to:

- Pay attention to the directions (and encourage your kids to do the same!) so you can answer any questions your team members may have.
- Help pass out supplies and with making crafts where needed.
- Look for ways to tie in the main point of each day as you work with your team members on the craft and science experiment.
- Help clean up and encourage your team to do the same.
- Be ready with coloring and activity sheets if there's extra time at the end.
- Collect the crafts so your team members have them at the end of the day. Put them in the team's area.

Closing Assemblies (morning and afternoon)

The children gather again in the large assembly area for a closing drama, singing, contest announcements, and dismissal. Your job is to:

- Arrive at your assigned seating area on time with your team.
- Sing and participate enthusiastically and encourage your team members to do the same.
- Encourage kids to listen attentively during the drama (end of day).
- Pass out the daily take-home bags and crafts after the assembly finishes and before your team members leave for the day.
- Be sure your team members take home their lunch bags and anything else they brought.
- Collect name tags and store them in your bin (end of day).
- Make sure a parent or caretaker picks up each team member. Keep your team together until all have been picked up so that they aren't wandering around the building. DON'T leave your team members alone or send them off alone to go somewhere. Do trivia or a game to keep them occupied (see Helper Handbook).
- After your VBC day comes to a close, attend the daily debrief meeting.