



South Reno 
UNITED METHODIST CHURCH

Summer Camp 2025
Staff/Volunteer Handbook



June 23 - 27
South Reno United Methodist Church
200 De Spain Lane
Reno, Nevada 89511
775-851-1181

Our Summer Camp

Our summer camp (formally called VBS) has been a staple at South Reno for many years. This is an exciting time at the church, and we are eager to partner with and engage with the South Reno Community.

Vacation Bible School Basics

South Reno Summer Camp 2025 is called “**Set Sail.**”

The dates are June 23-27, 2024. Camp hours are 9:00 a.m. - noon Monday - Friday. Drop off is at 8:45 a.m., and pick up is 12:00 p.m. Staff/volunteer hours are 8:30 a.m. - 12:30 p.m.

Set Sail will serve children ages three - 5th grade. Groups will include preschool 3–5-year-olds (potty-trained); and Kdg-2nd grades; 3rd - 5th grades. The average class size is 10-12 students.

Middle School (6th - 8th) and High School (9th-12th and recent graduates) students may volunteer to serve as junior guides. Training is required. College Students (18 years - Seniors) may volunteer to serve as Camp guides. Training is required.

Vacation Bible School Schedule

Grades 1st – 5th

TIME **ACTIVITY**

8:00 – 8:30	SET – UP : Prepare each meeting room. Make sure audio-visual equipment is functional. Prep game stations and organize all supplies needed for the day.
8:30-8:45	VOLUNTEER MEETING : A prayer and announcements for the day.
8:45-9:00	CHECK – IN : At check-in, each kid will receive their name tags and then head to the main meeting space (sanctuary) Have chairs moved to sides of sanctuary. The video will be playing.
9:00-9:15 Whole group Sanctuary	WHAT? WHAT ARE WE TALKING ABOUT TODAY? Countdown Video Intro and Welcome Worship Songs
9:15-9:30 Bible Lesson Sanctuary	SO WHAT? Why does it matter to God and to us? Scripture Object Lesson Small groups of 4-5 students per group, grouped by age. Each group has a designated area on a beach towel. Beach tote has items in it for the lesson.
9:30-10:00 Craft	CRAFT All campers will go to the Gathering Space to complete a craft. All Adult volunteers and Jr. Guides will help support campers as needed.
10:00-10:15 Snack	SNACK Served in Room 7
10:15-10:45 Small groups	Games / Explorations ROTATION #1 P.E. in Room 7, Thematic Explorations in Ministry 1. (Group 1: 1 st – 2 nd P.E.) (Group 2: 3 rd – 5 th Explorations)
10:45-11:15 Small groups	Games / Explorations ROTATION #2 P.E. in Room 7, Thematic Explorations in Ministry 1 (Group 1: 1 st – 2 nd P.E.) (Group 2: 3 rd – 5 th Explorations)
11:45-12:00 Whole group Gathering Space	NOW WHAT? What does God want us to do about it? Reflection and Closure Have campers recite the big idea, reflect on the day, sing a closing song. Kids wait to be picked up.

Preschool - Kindergarten

TIME ACTIVITY

8:00 – 8:30	SET – UP : Prepare each meeting room. Make sure audio-visual equipment is functional. Prep game stations and organize all supplies needed for the day.
8:30-8:45	VOLUNTEER MEETING: prayer and announcements for the day.
8:45-9:00	CHECK – IN: At check-in, each kid will receive their name tags and then head to the main meeting space (sanctuary) Have chairs moved to sides of sanctuary. The video will be playing.
9:00-9:15 Whole group Sanctuary	WHAT? WHAT ARE WE TALKING ABOUT TODAY? Countdown Video Intro and Welcome Worship Songs
9:15-9:30 Bible Lesson Sanctuary	SO WHAT? Why does it matter to God and to us? Scripture Object Lesson Small groups of 4-5 students per group, grouped by age. Each group has a designated area on a beach towel. Beach tote has items in it for the lesson.
9:30-9:50 Craft	CRAFT Campers will go back to the preschool classroom to complete craft. Those that finish early can begin washing hands, read books.
9:50-10:15 Snack	SNACK 3–5-year-olds can take longer to eat. Once finished, they can go outside. Centers are set up for indoor/outdoor exploration.
10:15-11:00 Explorations and Play	Explorations and Play 3–5-year-olds use playground and classroom. As campers finish their snack, they can go outside onto the playground or remain inside to play in exploration centers. Clean-up should begin at 11:00. Campers should wash hands.
11:15 – 11:45 Explorations	Explorations Campers will gather on carpet for a story then engage in a table activity related to the theme.
11:45-12:00 Whole group Gathering Space	NOW WHAT? What does God want us to do about it? Reflection and Closure Have campers recite the big idea, reflect on the day, sing a closing song. Kids wait to be picked up.

Camp Structure for June 2025:

- **New name:** Set Sail Summer Camp.
 - The theme this year is “Set Sail”. Think “Tropical Cruise Ship” vibe. VBS will move away from “school” to “camp” thus creating a more relaxed camp atmosphere.
- **Dates:** The camp is scheduled for June 23-27 from 9-12pm.
- **Arrival/Dismissal:** Campers will not be in the classrooms before the start of the camp (9:00), nor “hanging out” to be picked up. This seemed to be a struggle last year as campers arrived early well before the start of the camp.
- **Groups:** Group 1: Preschool (3–5-year-olds) to Kindergarten, Group 2: First grade to 2nd/3rd, Group 3: 3^r/4th to Fifth. Middle and High School campers will aid during crafts, thematic explorations, and small group Bible lessons. High School campers will support during games. Group sizes will be limited depending on adult coverage. 8-10 in the preschool/kindergarten group, 12 in grades 1-2/3 and 12 in grades 3/4-5. In the case of over-enrollment, a wait list will be formed, and preference will be given to those families who attend SRUMC.
- **Extra Support:** The schedule for each day will look different from the past two years. Based on the input from volunteers, campers will at times be in a whole group with all volunteers helping to support the groups. This will enable better adult coverage and support with regards to behavior. For instance, while 3–5-year-olds will be together in their classroom doing crafts, thematic explorations, etc., all other campers will be engaged in activities together instead of separately. This means that there could be as many as 6 adults supporting the whole group. Bible lessons will be taught in smaller groups of possibly 4 campers, with all volunteers and youth heading one of the small groups. Elementary groups will be split for games and explorations.
- **Crafts:** Each day the campers will engage in a different thematic craft that they will take home that same day. Instead of 2 teachers teaching art to a group of campers, supplies will be set out ahead of time and

campers will complete a craft while potentially 6 volunteers help support the completion of the craft.

- **Thematic Explorations:** STEAM (science, technology, engineering, art, and math) Centers based on the theme will be set up daily in Ministry 1. These are child-driven instead of teacher directed. Adult and Youth volunteers will be there supporting and guiding the campers instead of teaching a lesson. Again, there could be as many as 6 volunteers for this experience vs. 2.
- **Games:** Games this year may be led by High School volunteers and adult volunteers. All games will be in classroom 7 or outside in the gazebo area.
- **Music:** Music this year will be part of the opening worship time as a whole group in the sanctuary. All volunteers who are not checking in campers during arrival will meet in the sanctuary with the campers for music, opening video, and prayer. There will not be a music celebration at the end of the camp. Instead, all campers present in children's discipleship the following Sunday will be able to sing the main song from camp during the regular church service.

Staff and Volunteer Roles/Teams

If you asked a group of people what makes a successful camp, you would get a variety of responses - exciting music, great decorations, fun teachers, cool activities, etc. In thinking about how we at South Reno will define a successful Summer Camp, it is prudent for us to refer to the foundations of the church.

South Reno is about people. People matter. The people are focused on God. We care about relationships with others and with God. Teams are important to us. Those teams make things - things like camp - happen. To this end, we want the focus of the camp to be the volunteers of camp, with the children being at the center of that focus. This is one of the reasons the guide to child ratio is so low. With small groups, we can focus on relationships and work well to **guide young people on their journey to discovering their gifts and to developing a close relationship with God**, which is the mission of SRUMC Summer Camp.

It takes a village, a team, a whole crew of dedicated and engaged people to pull off a successful camp. Below you will find information about the people who will make camp happen.

CHURCH STAFF - Church staff work to support the success of VBS before, during, and after the week of the event.

- Craig Dale - Pastor
- Alyssa Kirch – Family Ministry Leader

MINISTRY TEAM - Ministry Team Members provide logistical support and consulting to ensure the success of camp and in addition to Pastor Craig and Alyssa Kirch include the following individuals: Scott Reynolds, Elizabeth Weyman, Debbie Wagner, and Jennifer Beaudoin.

ADMINISTRATION SERVICE SUPPORT - Administrative support is needed in the following areas:

- Technology Team
- Office Support Team
- VBS Photographer

FAMILY MINISTRY SERVICE SUPPORT - The group assistants are the key players during camp as they work directly with the children to create a positive and supportive camp experience. Below is our ideal guide configuration.

Group 1 Assistant Guide
Group 1 Assistant Guide
Group 1 Junior Guide

Group 2 Assistant Guide
Group 2 Assistant Guide
Group 2 Junior Guide

Group 3 Assistant Guide
Group 3 Assistant Guide
Group 3 Junior Guide

Enrichment

Craft Assistant Guides - all classrooms

Music Assistant Guides - all classrooms

STEAM Guides - all classrooms

Game Guides - all classrooms

MISSIONS SERVICE SUPPORT - Before, during, and after VBS, members of the prayer team will be praying for an impactful and life-changing VBS for everyone involved with the event.

- Prayer Team

THE FOUNDRY SERVICE SUPPORT - The Foundry will provide building and grounds support in preparation for, during, and after VBS.

- Trustees

GUEST SERVICES SERVICE SUPPORT - Guest Services is about hospitality at SRUMC, and that hospitality will include three areas during the week of VBS.

- Daily Snacks - prep and distribution

CREATIVE ARTS SERVICE SUPPORT - Those who serve by using their imagination and creativity will provide stage props and other elements for VBS.

- Divine Designers

The Roles of the Guides

Classroom and Enrichment Guides deliver the Camp Curriculum – **Set Sail** - to *the campers*.

Assistant Guides - are responsible for their group of campers from the time they check in for camp to the time they are picked up from camp. They will guide them through the day at camp, making sure that the camp schedule is followed, that all campers are engaged, and that all camp guidelines are being followed.

Daily lessons and materials will be provided with detailed instructions and information. Guides will not have to create lessons or materials, but they are welcome to add their own touches and adapt activities if they feel those adjustments best meet the needs of their campers. The goal and the Guide's

leading role are to **guide young people on their journey to discovering their gifts and to developing a close relationship with God.**

Staff and Volunteer Training

To create a successful and rewarding camp experience for families, staff, and volunteers, camp staff and volunteers are required to participate in the following training:

1. In-service Camp Training at SRUMC

This training will be offered in a group setting from 10:45 - 11:30 p.m. on Sunday June 8. Anyone not able to attend this session will need to attend a make-up session on Monday June 9 from 9:30 a.m. to 11 a.m.

2. **Ministry Safe Training-** “Ministry Safe is a complete Child Safety System designed to reduce child sexual abuse” and is required by the church's insurance policy carrier for volunteers working with children.

The course takes 2-3 hours to complete. The program allows you to stop and start your training program, or you can do it all in one setting. You will be sent a training link to access the program.

The deadline to complete the course is May 31, 2025. Church staff will be notified via email when your course is complete, and your background check is approved.

The following training will be offered free of charge but is not required for VBS volunteers:

Adult/Pediatric First Aid and CPR/AED

Adult/Pediatric CPR/AED is available FOR FREE for South Reno UMC volunteers. Those interested in this training can go to <https://www.certified-cpr.com/> and sign up for a training session that fits their schedule. For reimbursement, a form available in the church office will need to be submitted in a timely manner.

Safety and Security

In addition to our required staff and volunteer training, the following additional safety and security measures will be practiced during camp.

- Campers and staff/volunteers will wear name badges during camp hours.
- On the first day of camp, parents/guardians will bring their children to the Narthex for check-in and then into the sanctuary for drop off. They will walk their campers directly to the sanctuary the rest of the week.
- At the conclusion of camp each day, parents/guardians will pick up their children in the gathering space.
- Camp staff and volunteers must check adult names and/or identification cards at pick up each day.
- Parents/guardians will be required to provide names of those adults dropping off and picking up campers.
- Outside church doors will remain locked during camp hours.
- Parents or guardians who need to enter the church building for any reason during camp hours should enter through the office doors and check in with the office assistant to communicate needs or concerns.

Important Dates

Friday March 7 - Volunteer registration opens.

Friday March 7 - Camper registration opens for SRUMC community.

Friday March 14 - Camper registration opens for Reno/Sparks community.

Friday May 31 - Ministry Safe Training Deadline

Sunday June 8 - Camp In-Service from 10:45 a.m. - 11:30 p.m.

Monday June 9 - In-Service Make-Up from 9:00 a.m. - 10:45 a.m.

NEW- Wednesday June 12 - Camp Decorations Crafting Party! from 10 a.m. - noon

Friday June 21 - Camp Stage and Camp Set-Up from 9:00 a.m. - noon

Monday June 23 - Friday June 27 - CAMP WEEK!

Friday June 28 - Volunteer Appreciation Breakfast from 8:30-9:00am

Friday June 28- Camp Stage and Classroom Take-Down from noon-1pm

Volunteer Registration

Thank you for reading the South Reno United Methodist Church Vacation Bible School 2025 Staff and Volunteer Handbook. We appreciate your interest in this summer's camp – **Set Sail.**

To sign up as a Volunteer, please complete the Camp Volunteer Form.

REGISTRATION LINK

<https://southrenoumc.breezechms.com/form/359ed374584074>

(18 years and up)

<https://southrenoumc.breezechms.com/form/359ed37429693580>

(6th grade - 17 years)