

# TEAM MEMBER HANDBOOK 2024

A Kids Sports & Arts Camp of West Ridge Church

# **Surge** camp

June 10 - 14 // 6pm - 9pm

- *Please take a few minutes to read!*
- *June 2<sup>nd</sup> – “All Team Member” Meeting 4pm*
- *Be in place BY 5:30pm each night!*

*#SURGEcamp*

*[www.WestRidge.com/SURGE](http://www.WestRidge.com/SURGE)*

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## #1 WHY SURGE CAMP?

SURGE is designed to give God glory and to share the Gospel! Offering a sports and arts camp for kids that has gifted instructors and coaches appeals to families in our community whether they know Jesus or not. Because of this, SURGE provides a way for us to continue to disciple our West Ridge Kids regular attenders as well as to reach kids who may not attend church or hear about Christ at home. Often, we see kids that decide to follow Jesus influence their parents to do the same!

## #2 BEFORE CAMP

Be sure that you have signed up to serve at camp at [www.westridge.com/SURGE](http://www.westridge.com/SURGE). After that, check the email address that you listed in your sign-up information regularly because our SURGE staff will send reminders and updates as we prepare for camp.

Please stay connected with God by spending time in His word and prayer.

Please pray for all our SURGE team members, the West Ridge Kids staff, and the families that we will be involved in camp. Also, please pray for good weather, for protection over everyone that will be on our campuses, and for God to prepare your heart to serve well!

Go ahead and mark your calendar for Sunday, June 2nd. That is when we'll be holding our super-duper-you-gotta-be-there, very important SURGE TEAM MEMBER MEETING. This meeting will take place at 4:00 p.m. that Sunday in the Worship Center at West Ridge Church (WRC).

Childcare is available for birth through 5<sup>th</sup> grade with registration at <https://westridge.ccbchurch.com/goto/forms/1400/responses/new>.

At the TEAM MEMBER MEETING, we'll be going over NEW information and changes for this year's camp, sharing last-minute updates, and breaking out into teams to give you more specifics about your area. Oh yeah, and this is when you'll receive your coveted SURGE t-shirt.

If you absolutely cannot make our TEAM MEMBER MEETING, please email us at [SURGE@westridge.com](mailto:SURGE@westridge.com) to let us know. In that case, we will plan another time to go over the meeting information with you, and you may pick up your SURGE t-shirt the following Sunday, June 9<sup>th</sup>, in the Discovery Room at WRC from 10 a.m. until 2 p.m. or Monday, June 10<sup>th</sup> in Team Member Central (by the fish tank at WRC) from 4 to 5 p.m.

***(Disclaimer: We won't be able to give you a SURGE shirt or allow you to serve with kids UNTIL you've completed the WRC background check process. If you know you haven't done it, go to [www.westridge.com/backgroundcheck](http://www.westridge.com/backgroundcheck) to get started. If you are unsure, email [taras@westridge.com](mailto:taras@westridge.com) with questions. If you know you're cleared to serve through West Ridge Church, AWESOME!)***

## #3 CAMP WEEK

### General Information for All Team Members

Bring a Christ-like attitude, a commitment to teamwork, and a desire to serve the kids and parents God puts in your path!

Bring a water bottle each night of camp.

**Aim to arrive by 5 on Monday evening, and then by 5:15 p.m. the rest of the week!** We need you in your area, ready to serve 30 minutes prior to the start of camp. **(EXCEPTION: Early Drop-Off & SURGE Jr. volunteers need to arrive by 4:45 all week)**

**Be where you are supposed to be throughout the entire evening!** This is crucial in case parents ever need to pick kids up in an emergency or if we need to find you or your group for any reason.

**Wear your SURGE shirt and nametag each night of camp.** Yeah, we know that you'll have to wash your shirt once or twice, but they make our team easy to identify for kids and parents who may need assistance. As for your nametag, it reassures security and parents that you are screened and allowed to work with the kids. ***If you lose/ forget your nametag, you or your POC will need to go/ radio to Team Member Central (downstairs at WRC near the fish tank) or EPMS Camp Central (Outdoor Tent) to get a replacement.***

**Please wear shorts that fully cover your backside (and maybe even your upper thigh!!) no matter how you move 😊.**

**Put your cell phones away during camp hours** except in case of emergency or if needed for a camp activity.

**Plan to stay at camp a little later Thursday night** because at dismissal 4<sup>th</sup>-6<sup>th</sup> grade parents will be invited in for about 15 minutes (9-9:15) for a sneak peek at what their kids have been doing in their track during the week. *(Just FYI: 1<sup>st</sup>-3<sup>rd</sup> grade parents are invited in for a sneak peek of their kid's track at drop-off on Thursday from 6-6:15).*

**Join us for an awesome Friday Night Family Finale.** We will not have SURGE sports or arts or small groups on Friday. Instead, we will invite family and friends to join their campers for a large group from 6-7 p.m. in the WRC Worship Center. Then we will give them an activity to go out into the community to do together. *(Most of you won't have any team member responsibilities that night, BUT if you are available, we would love for you and your crew to join us for the finale).*

***\*We have included SURGE Maps and Schedules at the end of this handbook for your reference\****

### Team Member Absence

If you get sick or have an emergency come up last minute that would keep you from being able to fulfill your SURGE commitment, PLEASE email us ASAP [SURGE@westridge.com](mailto:SURGE@westridge.com), or if you do not have access to email you can call us at 770.222.2125 ext. 367. It is also super helpful for you to text your direct report(s).

## **SURGE Jr. for SURGE Team Members' Kids that are Birth to Upcoming Kindergarteners**

SURGE Jr. is a fun camp-like experience for team members' kids that are birth through upcoming kindergartners. While you serve at SURGE, your little ones will learn more about who God is and what He has done for us through games, videos, music, art, and more! SURGE Jr. takes place at West Ridge Church in the West Ridge Kids Pre-K area from 5 p.m. until the last child is picked up each night. *(Please get your child[ren] ASAP once finished with your volunteer role).* Registration for SURGE Jr. is with SURGE elementary kid registration this year, so it opens on April 28<sup>th</sup> at 6:10 p.m. at [westridge.com/SURGE](http://westridge.com/SURGE). SURGE Jr. is not open to the general public, so you will have to enter the code: SJR24 at the top of the registration page in order to get to the SURGE Jr. sign up. SURGE Jr. sign ups close on May 19<sup>th</sup>, so get your little one registered ASAP. If you have questions, email Dee Harris at [deeh@westridge.com](mailto:deeh@westridge.com)

## **Early Drop-off for SURGE Team Members' Kids that are Camp Participants**

Early Drop-off for TEAM MEMBERS' KIDS ONLY will be held in the Kids' Theater upstairs at WRC starting at 5 p.m. each evening. You will need to go with your kids to drop them off and you will need to sign them in at a kiosk and get them a name tag in order to enter the Early Drop-off area. Those in charge of Early Drop-off will take your kids to their track locations at 5:45 p.m. We will have a bus to take any 1<sup>st</sup>-3<sup>rd</sup> graders that are participating in tracks at EPMS.

Remember, this is for camp age kids only. If your kids are younger, please see the above section titled "Surge Jr. for SURGE Team Members' Kids..."

Also, please note that if your kid goes to the same place you do for the start of camp, you do not need to take them to Early Drop-off. Instead, go ahead and take them with you to your assigned area. (For example: If I am a small group leader for 4<sup>th</sup>-6<sup>th</sup> grade Mad Science and my son is a 5<sup>th</sup> grader participating in Football, we both start camp in the Worship Center, so he does not need to go to Early Drop-off. He can just hang with me in the Worship Center until his Football small group leader arrives. For another example: If I am a Soccer assistant and my daughter is a first grader participating in soccer, we both start the night in the Soccer area at EPMS, so I can just take her there with me.

## **Late Pick-Up for SURGE Camp Participants**

Inevitably, some parents will be LATE to pick-up their kids. Also, parents who are volunteering at SURGE cannot pick up their kids until they are finished with their role for the night, so to keep from being spread out all over the SURGE campuses after hours and to reconnect volunteers with their own kids, 4<sup>th</sup>-6<sup>th</sup> Small Group Leaders (SGLs) and ALL their kids who have not yet been picked up will leave their track location at 9:15 to head to the WRC Worship Center. There will be a bus to bring kids and leaders from EPMS back to the WRC Worship Center at this time. (All 1<sup>st</sup>-3<sup>rd</sup> graders finish camp in the Worship Center, so they will just stay there...easy peasy 😊). **The SGLs will hang out in the Worship Center with these kids until they are all picked up. Please keep your kids with you and under control. For safety purposes, the security team will man the Worship Center doors and only allow parents with a pick-up tag to enter. Inside the Worship Center, the SGLs still need to check parent pick-up tags against the kid's name tag in order to release a kid to their parent.**

## Traffic Flow and Parking

Both the Hwy 92 and Dallas Hwy Wal-Mart entrances and exits to WRC will be open. The main entrance and exit for EPMS will be open, as well as the entrance and exit that leads to the East Paulding High School parking lot.

There will be a parking team to assist with traffic flow and any questions that you may have at both the WRC and the EPMS campuses. Please use caution and pay attention to the parking team's directions.

EPMS Track Key Leaders, Assistants and POCs are allowed to park at EPMS. Everyone else including EPMS Small Group Leaders need to park at West Ridge Church in the Team Member Lot (see map).

There will be golf carts to take people from the parking lots to WRC and vice versa, as well as minibuses to take leaders over to EPMS. (The minibuses will pick up in the circle drive in front of the church every five minutes starting at 5 p.m. nightly)

## Moving Kids from Place to Place

We will have different schedules for different age groups and campuses (1<sup>st</sup>-3<sup>rd</sup> and 4<sup>th</sup>-6<sup>th</sup> / WRC and EPMS), and buses will transport kids and leaders who have tracks at EPMS to and from WRC. **To keep us all on track, we have included the schedules at the end of this handbook, and you will also have them printed on the back of your SURGE nametag.** Your area Point of Contact (POC) will also help to keep your area on schedule and will remind you of times and location changes. If you have any questions or concerns at camp, don't hesitate to ask your POC. *(All POCs will have radios and headsets, so they will be in contact with Camp Central throughout the night)*

## Some Good Rules to Follow

1. Small groups are like a little SURGE family and should stay together at all times.
2. No one should leave SURGE during camp hours for any reason. If there is an emergency, please let your area POC know.
3. If you have a positive attitude, the kids are much more likely to be positive. Keep a smile in your heart and on your face.
4. Leave your area better than you found it. Be responsible and respectful; wipe your feet; throw away all trash; etc. And require the campers to do the same 😊.

## Bathroom Policies

On the next page, you will see your group's scheduled bathroom break times. Please take your kids at that scheduled time and encourage them all to go. Besides the group bathroom break, only send kids 1 or 2 at a time when it is an emergency. If at all possible, we do NOT want kids to leave large group during Pastor Brent's message! Have a POC take them if the restroom is out of eyesight. All restrooms inside WRC will be available for use, and we will have restrooms open inside EPMS. Also, there will be a Port-O-Pot at EPMS and one near BMX and Kid vs. Wild at WRC (see maps).

### **1<sup>st</sup> -3<sup>rd</sup> Grade Bathroom Breaks:**

Between 6:30 & 6:50

Cheerleading, Table Sports, Tumbling & Gymnastics –**West Ridge Kids upstairs**  
Woodworking, Snack Attack & Kitchen Chaos – **Atrium**

7:00-7:15

Ninja Warrior, Dodgeball - **West Ridge Kids upstairs**  
Skateboarding, Martial Arts, Backyard Games, Nerf Battle – **Gallery upstairs**  
Kid vs. Wild, Grill Masters, RC Cars, Beautiful Bakery, BMX – **Atrium**  
Soccer & Rocket Blast – **EPMS Locker Room**  
Basketball – **EPMS Front of Gym**  
Field Day Fun, Volleyball, Baseball, Tennis, Football – **EPMS Hallways**

8:10-8:20

Art, Lego Masters, Creative Crafting, Mad Science, Silly Science, Scouting – **Atrium**

### **4<sup>th</sup>-6<sup>th</sup> Grade Bathroom Breaks**

6:50-7:00

Ninja Warrior, Dodgeball - **West Ridge Kids upstairs**  
Skateboarding, Martial Arts, Backyard Games, Nerf Battle – **Gallery upstairs**  
Kid Vs. Wild, Grill Masters, RC Cars, Beautiful Bakery, BMX – **Atrium**

7:00-7:10

Soccer & Rocket Blast – **EPMS Locker Room**  
Basketball – **EPMS Front of Gym**  
Field Day Fun, Volleyball, Baseball, Tennis, Football – **EPMS Hallways**

7:50-8:00

Art, Lego Masters, Creative Crafting, Mad Science, Silly Science, Scouting – **Atrium**  
Cheerleading, Table Sports, Tumbling & Gymnastics –**West Ridge Kids upstairs**  
Woodworking, Snack Attack & Kitchen Chaos – **Gallery upstairs**

### **Safety FIRST for our Team Members and Guests**

As mentioned earlier, everyone volunteering at camp must have on a nametag at all times for security purposes. The nametag and shirt indicate that a person has been screened by West Ridge to work with kids. Please let you POC or a security team member know IMMEDIATELY if you notice anyone interacting with kids without a nametag and a SURGE shirt. Again, **if you misplace your nametag, you or your POC must contact/ go to Team Member Central at WRC or Camp Central at EPMS ASAP for a replacement.**

Parents are permitted to watch large group in the WRC Worship Center, but they must have their parent pick-up tag and they must stay in the back in the “Parent Viewing” Section that we have marked off and labeled.



Parents **CANNOT** watch any **INDOOR** or **OUTDOOR** tracks due to space restraints and security reasons. Except for watching large group, we kindly but firmly, ask all parents who are not on our **SURGE** team to leave campus or to stay in their car after drop-off and until pick-up at 9 p.m. nightly.

In all situations, we follow the “two-adult rule.” This rule says that we should **ALWAYS** have another adult within eyesight when we are with kids, and if we need to pull a kid away from the group to talk, we make sure to have another adult present. **We are not alone with kids at any time.** This is for the kids’ protection and our leaders’ protection.

Also, **please do NOT administer medication to a kid.** If there is an emergency, let your POC know ASAP and they will get help from the Medic Team and / or West Ridge Staff. **(At the parent’s request, SGLs should keep a kid’s inhaler or epi-pen in their SGL bag, but please remind the parents that the kid will need to administer the inhaler or epi-pen on their own, and that the SURGE team is not responsible for lost or stolen inhalers or epi-pens).**

### **What if an accident occurs on my watch?**

1. Report the injury immediately to your area POC so that they can call the Medic Team and /or a West Ridge staff member to assess the injury.
2. The team member who witnessed the incident needs to fill out an Incident Report completely, accurately, and ASAP. (Your POC and/or Camp Central will have these forms).
3. Complete the form with your POC, and then share it with the Medic Team and/ or a West Ridge staff member.
4. A Medic Team member and a West Ridge staff member will determine if the parents need to be called, and they should both be present to help communicate what happened with the parents. (Do not talk to a parent alone about any sensitive information whether it be an injury, discipline, physical or mental concern, etc. **We ask that you inform a West Ridge staff member and have him/ her present for these kinds of conversations!**)

### **Rain & Inclement Weather Plans**

#### Small Group Time

If it rains or if there is inclement weather during small group time, small group leaders should immediately gather their groups and head inside. If you are a 1<sup>st</sup>-3<sup>rd</sup> grade group meeting outside, you will go into the Worship Center. If you are a 4<sup>th</sup>-6<sup>th</sup> grade outdoor track group, you will head to your inclement weather locations listed below. (If you are a 4<sup>th</sup>-6<sup>th</sup> Beautiful Bakery small group leader, you will take your group into the Multipurpose Theater).

#### Track Time

Weather notifications that would cause changes at drop-off or pick-up will be sent out through email to parents and volunteers. **Please note that track (sport/ art) time WILL continue outside in the rain,** but if there is actual inclement weather, David Cole, our Campus Support Lead will notify outdoor Track POCs and Key Leaders to bring all kids participating in their track at that time inside to the Inclement Weather Locations listed below. POCs and Key Leaders do not make this call on their own but should wait to hear from David.



**If the Inclement Weather Plan is in place at drop-off, it will ONLY impact 1<sup>st</sup>-3<sup>rd</sup> graders participating in an outdoor track.** They will need to be dropped off in the Inclement Weather Locations listed below. Everyone else will still be dropped off and picked up in their regular locations.

**If the Inclement Weather Plan is in place at pick-up, it will ONLY impact 4<sup>th</sup>-6<sup>th</sup> graders participating in an outdoor track.** They will need to be picked up in the Inclement Weather Locations listed on the next page. Everyone else will still be picked up in their regular locations.

### WRC Outdoor Tracks

Backyard Games – Upstairs Near WR Kids Desk

BMX - Upstairs in Gallery Past the Elevator

Dodgeball – One side of Student Theater

Grill Masters –Atrium to right of stairs (Can use kitchen for food prep)

Kid vs. Wild – Upstairs Near Men’s Restrooms

Ninja Warrior – WR Kids Hall Near Theaters

RC Cars – Atrium Near Men’s Restrooms

Skateboarding – Upstairs Near Women’s RR

### EPMS Outdoor Tracks

Baseball – 600 Hall

Field Day Fun – 400 Hall

Football – Cafeteria

Soccer – 800 Hall

Tennis – 700 Hall

Rocket Blast –Hallway in front of gym

Volleyball – 500 Hall

## **Emergency Procedures**

### FIRE

#### **Upon discovering smoke, fire, or the sound of the fire alarm:**

- Sound the building’s fire alarm by pulling the red fire alarm levers. They are located throughout the building. Familiarize yourself with their location in your area.
- Have children line up at the door.
- Leaders should check their area to make sure that all children are accounted for.
- Ensure that you have your group’s roster and count the kids to be sure you have everyone on your roster. If not, find them quickly or radio security who will be making a final sweep through hallways and bathrooms.
- Exit the building using the primary or secondary emergency route that is posted in your area.
- Close doors behind you as you exit.
- Have one leader at the front of the line and at least one leader at the back of the line.
- Report to your designated emergency assembly area (see next page for details).
- When arriving at the assembly area: children should sit in circles with a leader on the outside of the group for security.
- Take attendance of children, and report on radio immediately if any children are missing.
- Do not release any children to parents unless specifically instructed by West Ridge staff.
- Do not reenter the building until instructed by West Ridge staff.

**Assembly Area** for the following tracks is the Team Member Parking Lot

- Anyone in the Worship Center
- Backyard Games
- Beautiful Bakery
- Cheerleading
- Dodgeball
- Martial Arts
- Nerf Battle
- Ninja Warrior
- Out of the Box
- Surge JR
- Table Sports
- Tumbling & Gymnastics
- Woodworking

**Assembly Area** for the following tracks is the South Parking Lot (paved parking lot near the modular buildings):

- Art
- BMX
- Creative Crafting
- Grill Masters
- Kid Vs. Wild
- Kitchen Chaos
- Lego Masters
- Mad Science
- RC Cars
- Silly Science
- Skateboarding
- Snack Attack

***\*\*If a fire occurs in the gym at EPMS, all basketball participants should exit through the side door that is labeled “Fire Exit” on the SURGE map and go to the back parking lot that is labeled “Fire Assembly Area” on the SURGE map. \*\****

**SEVERE INCLEMENT WEATHER**

- Campus Support Lead, David Cole, will monitor weather updates.
- Weather notifications that would cause the need to find cover in your assigned emergency assembly area will be communicated on the radios, through POCs, security, and texts where possible.
- Leaders will help children line up in their small groups with their SGLs. Leaders should check their area to make sure that all children are accounted for.
- Ensure that SGLs have their group’s roster and count the kids to be certain that we have everyone on each roster. If anyone is missing, radio security to find them as they make a final sweep through hallways and bathrooms, etc.
- Lead children to designated shelter-in-place locations.
- Stay away from windows / any glass or areas open to the outdoors.
- Once in the place everyone should line up sitting down as close as possible to the walls that touch indoor church walls. (Do NOT put anyone on a wall that touches the great outdoors nor up against a stage.)
- Children should crouch low with their head down, hands over head.
- Take attendance of children again, and report on radio immediately if any children are missing.
- Do not release any children to parents unless specifically instructed by West Ridge staff.
- Do not return to your normally scheduled location until instructed by West Ridge staff.

**Shelter in Place Areas for Each Track:**

- |                    |                     |                     |                     |
|--------------------|---------------------|---------------------|---------------------|
| • Art              | Discovery Room A    | • Cheerleading      | WR Kids Theater     |
| • Backyard Games   | WRK Student Theater | • Creative Crafting | Discovery Room A    |
| • Baseball         | EPMS 600 Hall       | • Dodgeball         | WRK Student Theater |
| • Basketball       | EPMS Gym            | • Field Day Fun     | EPMS 500 Hall       |
| • Beautiful Bakery | WRK Preschool Halls | • Football          | EPMS Main Hall      |
| • BMX              | Breakout Room 1     |                     |                     |

## Shelter in Place Areas for Each Track (Continued):

- |                  |                       |                  |                     |
|------------------|-----------------------|------------------|---------------------|
| • Grill Masters  | Discovery Room B      | • RC Cars        | Discovery Room B    |
| • Kid vs. Wild   | WR Kids Theater       | • Rocket Blast   | EPMS Main Hall      |
| • Kitchen Chaos  | Discovery Room B      | • Scouting       | Discovery Room A    |
| • Lego Masters   | Discovery Room A      | • Silly Science  | Discover Room B     |
| • Mad Science    | Discovery Room B      | • Skateboarding  | Student Theater     |
| • Martial Arts   | WRK Preschool Halls   | • Snack Attack!  | Discovery Room A    |
| • Nerf Battle    | Special Needs Theater | • Soccer         | EPMS Main Hall      |
| • Ninja Warrior  | WRK Student Theater   | • Table Sports   | WRK Student Theater |
| • Out of the Box | Special Needs Rm 508  | • Tumbling & Gym | Breakout Room 1     |
| • Table Sports   | WRK Student Theater   | • Volleyball     | EPMS 400 Hall       |
| • Tennis         | EPMS 700 Hall         | • Woodworking    | Breakout Room 2     |

## CODE RED (Intruder)

### Inside Tracks:

- Secure area doors
- Security and POC's should secure ministry area doors (WR Kids Elementary, WR Kids Preschool, Worship Center, Discovery Rooms, Multi-Purpose Theater) when possible.
- If communication is available call (9-1-1) and then turn the phone on silent or off.
- Have children gather behind solid objects away from the door.
- Count heads and take attendance.
- Only allow others to seek refuge if it is safe to do so.
- Do not remain in open areas, seek shelter.
- Do not use the fire alarm as that directs people into the open.
- Stay away from windows and help keep children calm and quiet.
- Do not unsecure your area until law enforcement secures the area.

### Outside tracks:

- Check your roster and count heads.
- Move to your fire exit assembly area if possible.
- Keep children away from the building.
- Have children stay in their small group with their leader.
- Take attendance and keep children calm.

## #4 SPECIFIC TEAM MEMBER ROLES

### Find yours...and READ IT! 😊 (They are in alphabetical order)

***\*\*If you have a Lead (Key Leader) position, your role is not listed because you should be receiving direct instructions from a WRC staff member. Let that staff member know if you have any questions.\*\****

### CAMPUS SUPPORT TEAM

You will meet with your Lead upstairs on the couches near the women's restroom at WRC on Monday at 5 pm to get your radio and to prepare for the night. This team assist in getting campus grounds ready each day, keeping both campuses clean during and after SURGE, delivering water, trashcans, etc. as needed. You need to bring an ATV or golf cart to use for the week.

## **EARLY DROP-OFF TEAM**

This team will meet your Lead in the Kids Theater at West Ridge Church at 4:30 on Monday afternoon and at 4:45 the rest of the week. Early Drop-off team members hang out and enjoy time with SURGE team member kids in the Kids Theater from 5 until about 5:45 p.m. so that team members can get to their designated locations before camp drop-off begins. This team also works together to deliver all the kids in Early Drop-off to their track locations or to the large group area when camp drop-off opens each evening at 5:45.

## **FRIDAY NIGHT FINALE GUEST SERVICES TEAM**

This team only serves on Friday night. You will greet, assist, and serve our Friday Night Family Finale guests. You will meet their Lead at WRC Camp Central at 5:15 p.m. on Friday evening to get instructions and be assigned to a specific area and job.

## **GUEST SERVICES TEAM**

Arrival – This team will meet to the left of the World Café when facing the café at 5:00 p.m. on Monday. Your Lead will give you instructions and assign you to a specific area and job.

During Camp – You are the “customer service” side of SURGE. This team is located all over the WRC and EPMS campuses **(including the parking lot to help supplement the parking team when needed)** greeting families and kids and helping them find their way during drop-off and pick-up times. (All 4<sup>th</sup>-6<sup>th</sup> graders get dropped off in the WR Worship Center and all 1<sup>st</sup>-3<sup>rd</sup> graders get dropped off in their track locations). **This team will also help monitor bathrooms during camp hours.** You will answer questions about the camp schedules, locations, and other important SURGE information (a “cheat sheet” will be provided 😊). If at any time you do not know an answer, please look for a POC to help (they will have a radio and headset that give them direct access to Camp Central) or escort the family to Camp Central at WRC or the tent at EPMS. You leave a lasting impression on a family’s evening. Please do your best to be welcoming, helpful and live out a Christ-like attitude all camp long.

Dismissal – As parents return to get their kids, please be ready to assist the parents in finding them. (4<sup>th</sup>-6<sup>th</sup> graders started off in the Worship Center, but they get picked-up in their track locations so the parents might need some help finding their track. All the 1<sup>st</sup>-3<sup>rd</sup> graders started the night in their track, but they will get picked up in the WRC Worship Center). If a parent did not remember their pick-up tag, take them or direct them to WRC or EPMS Camp Central immediately to get a temporary tag. They cannot pick up their kid without one!

## **GOLF CART TEAM**

This team will drive golf carts to and from WRC and the WRC parking lots chauffeuring team members and families with a smile. You will meet your Lead in the Team Member Parking Lot at WRC at 4:15 p.m. each night of camp and work from about 4:30 to 6:15 and then again from about 8:30 to 9:45 p.m.

## **LARGE GROUP TEAM– BAND, AVL, DANCERS, CHARACTERS & STAGE ASSISTANTS**

This team is preselected to help with large group. All these positions will receive their call times from their Lead as camp week gets closer, except for Stage Assistants.

Stage Assistants need to arrive to the WRC Worship Center Green Room at 5 p.m. each night to check in and receive instructions from their Lead, and then stay throughout both large groups to help set up, clean up, move mic stands, tables, props, etc.

## **MEDIC TEAM**

The Medic Team should have experience in the medical field and be prepared to assess and help with any injuries or medical issues or questions throughout camp. Though you will make decisions on how to care for the kids, you will not administer any medicine unless there is a life-threatening situation that cannot wait for a parent or emergency worker to arrive. You should meet your Lead at the WRC Medic area in the atrium (to the left when facing the stairs) at 5:15 on Monday night for any specific instructions and to pick up a radio and any supplies you might need. Then you will remain on campus (either at WRC or EPMS) on call until the end of camp each night.

## **MIDDLE SCHOOL HELPERS**

You know who you are ☺... all upcoming 7<sup>th</sup>-9<sup>th</sup> graders serving at camp. On Monday between 5:15 and 5:30, please report to Middle School Helper Check-In in front of the World Cafe in the WRC atrium to check in, get your nametag, and any instructions from the Middle School Helper Lead.

After that, if you are signed up to help your own parent in a certain role, go with them to your assigned position. If you are signed up as a Track (sport or art) Helper, you should report to your track location, and then help with any and all tasks that your Track Lead assigns you throughout the evening. If you are a 4<sup>th</sup>-6<sup>th</sup> grade Small Group Helper, you should meet the Small Group Leader (SGL) that you are assigned to assist in the Worship Center. If you are a 1<sup>st</sup>-3<sup>rd</sup> grade Small Group Helper, you should meet the SGL that you are assigned to assist in your track area. All Small Group Helpers will assist the SGL however he/ she needs throughout the night. If you are a SURGE Jr. helper, report to Pre-K Resource Room in the SURGE Jr. area to find your Lead and get instructions.

On Tuesday – Thursday, ALL Middle School Helpers should report directly to your assigned position by 5:40 p.m.

## **PARKING TEAM**

Arrival - Please meet your team in the Team Member Parking Lot at WRC at 4:15 each afternoon. Your Lead will give you any needed instructions and help everyone get to their assigned positions.

During Camp -You will be busy directing traffic and helping people to park from about 5 until around 6:30 p.m. Then you will have time to hang out with team members, relax and tailgate, walk around camp, check out Large Group, etc.

Dismissal - At 8:15, you will need to head back to the Team Member Parking Lot to regroup and to be ready to direct traffic for camp dismissal from about 8:30 to around 9:30 p.m.

## POINT OF CONTACT (POC) TEAM:

- **Large Group POCs -**

Arrival – Meet your Lead POC and your team in the Pastoral Care Room at WRC that is in the Worship Center lobby behind the waterfall at 5 pm on Monday and then 5:15 the rest of the week. There you will pick up your supplies (backpack, radio, headset, etc.), pray together and go over nightly instructions. Then you will head to the Worship Center to greet SGLs as they arrive and help them however needed. You'll help kids (and parents) find their section and their small group leader during drop-off.

During Camp - SGLs will be instructed to find YOU if they need anything before, during and after large group. After large group, 1<sup>st</sup>-3<sup>rd</sup> grade small groups will meet in the Worship Center and outside the Worship Center in the South Parking (the one near the modulars). You will need to monitor those groups and help however necessary.

Dismissal – All 1<sup>st</sup> -3<sup>rd</sup> graders will be picked up in the Worship Center. Please help the small groups get back to their track signs and seated in the Worship Center by 9 p.m. each night. Then be available to help small group leaders keep kids in their areas and under control as you also assist parents in finding their kids.

- **Track POCs**

Arrival - Meet your Lead POC and team in the Pastoral Care Room at WRC that is in the Worship Center lobby behind the waterfall by 5 pm on Monday and then by 5:15 the rest of the week. There you will pick up your supplies (backpack, radio, headset, etc.), pray together and go over nightly instructions. **After that, please go directly to your assigned area to help get your Track Leads, Assistants, and Small Group Leaders ready for kids to arrive at 5:45 p.m. You will not be responsible for passing out any nametags, but please be sure that your team members and camp participants have tags. If any of them are missing a nametag or if you are missing any team members, report that via radio to Team Member Central as soon as possible.**

During Camp – You are the SURGE managers. Please, be sure to wear your radio and head set at all times. Walk around your assigned tracks looking to engage and help wherever possible. We are counting on you to keep your areas organized, accounted for, informed, and on schedule. Be sure to collect 1<sup>st</sup>-3<sup>rd</sup> rosters before they leave for large group, and then be sure to get the 4<sup>th</sup>-6<sup>th</sup> grade rosters ASAP after they arrive to your track area for small group time.

Dismissal - Keep parents away from outdoor tracks and out of the building until 9 p.m. each night. Then you should help parents get where they need to be and be available to help with dismissal however needed.

## REGISTRATION TEAM

Members of this team play an administrative role, which may include registering kids, t-shirt distribution, camp participant check-in, etc. This roll is primarily for Sunday, June 2nd (3 - 6pm), Saturday, June 8th (9am - 12pm), Sunday, June 9th (9:30am - 2pm), and Monday, June 10th (3pm-5pm). We would love for you to also sign up as a Small Group Leader or a Substitute for the rest of camp! Your Lead will be in touch with you with any further details.

## **RESOURCE TEAM 1 (PRE-CAMP)**

This team will meet at West Ridge Church during office hours (9-5) on certain days in the two weeks leading up to camp to prepare small group supplies. Your Lead will be in touch with you to give you specific meeting times and further instructions.

## **RESOURCE TEAM 2 (DURING CAMP)**

This team will meet downstairs at around 4 p.m. at WRC in the glass staircase room (see map) labeled “SGL Check-In” each day of camp to prepare backpacks and supplies. Then throughout the evening, you will complete other administrative and organizational tasks. Finally, at the end of the night you will help collect and re-organize backpacks. Your Lead will be in touch to give you specific meeting times and further instructions.

## **SECURITY TEAM**

This team will be spread out all over the two SURGE campuses working to keep all participants and volunteers safe throughout camp. You will meet your Lead upstairs at the couches near the men’s bathroom at WRC on Monday at 5 p.m. for specific assignments and to pick up a radio.

## **SET UP TEAM**

This team will meet their Lead at West Ridge Church Camp Central (The Help Center in the Atrium) for job assignments and then work throughout both campuses (WRC & EPMS) on Sunday, June 9<sup>th</sup> (the day before SURGE) from 3 p.m. to around 8 p.m. You will help unload and set up supplies and equipment as well as helping with other duties like moving furniture, hanging signs, stacking chairs, and getting areas ready for camp.

## **SMALL GROUP LEADERS (SGLS):**

Before Camp – Please be sure to read over the small group written lesson plans and watch the small group video lesson plans. Be prepared for your small group time by planning how you will implement each night’s lesson.

Arrival -You should report to SGL Check-In at WRC (Glass Staircase Room) each night before 5:30 to pick up your back pack of supplies that you will need to fulfill your role. After picking up your things, please go directly to your area (4<sup>th</sup>-6<sup>th</sup> the WRC Worship Center / 1<sup>st</sup>-3<sup>rd</sup> your designated track locations) to prepare for kids’ arrival. (Kid drop-off starts at 5:45 each evening). *In addition to your small group lesson supplies, your backpacks will include your small group roster, your name tag, and name tags for all the kids in your group. You need to give the kids their name tags as soon as they arrive each night, and then take them up and put them back in your backpack at dismissal each night.* **If you are missing any nametags or have extra nametags, please report that to your POC immediately. Also, as kids arrive be sure to check them off on your full-page roster, as well as, on the mini roster that you will fill-in and keep on your name tag lanyard all week.**

During Camp – You are the kids’ shepherds, mentors, and caretakers at camp. You will take the kids where they need to go, participate with them in track time and Large Group, and lead them in a small group time that reiterates the Bible Story for each night.



Dismissal - You are responsible for releasing your kids to their parents, BUT parents must have a parent pick-up tag that matches the number on their kid's nametag in order to pick him/her up. **You must check each kid's nametag against the parent pick up tag to ensure that the numbers match.** If they match, you should collect the kid's lanyard with his nametag and put it in your backpack. Then you can release that kid to his parent. *(On Thursday night, the kids can take their nametags and lanyards home, but only after you have matched their tags with their parents'. Still take the tag off of the kid and put it on their parent. That way we still know which kids have been check out and which kids haven't)* If a parent does not have a pick-up tag or the numbers do not match, send the parent to Camp Central on their campus (WRC or EPMS) to get a new pick-up tag before you release their kid to them. Parents are told this in the SURGE Parent Handbook...NO EXCEPTIONS! If you need help, get your POC or West Ridge staff involved.

At 9:15, take any kids that have not yet been picked up to the WRC Worship Center, (there will be shuttle buses at EPMS to take you and your kids to WRC) and hang out with them until they are picked up there. **Once in Worship Center, sit with your group of kids by the sign with your track's name on it like you did during large group. Stay with your kids and be sure to still check parent pick-up tags in order to release any kid.**

### **SPECIAL NEEDS ONE-ON-ONE TEAM**

This team offers one-on-one care for kids of SURGE age that need a "buddy" with them at all times. As a one-on-one volunteer, you need to check in by 5:15 p.m. each night at the Special Needs desk upstairs. Then you go to the track your assigned kid has signed up for. You will stay with that kid throughout the evening and help them participate in all aspects of camp to the best of their ability.

### **SPECIAL NEEDS OUT OF THE BOX TEAM**

This team runs a track called Out of the Box that is for special needs people who are physically older than the typical SURGE kid, but mentally they are the perfect age! You should report to the Special Needs desk upstairs by 5:15 each evening. Then you will help run activities and work with the participants until the end of camp each night.

### **SPORTS & ARTS (TRACK) ASSISTANTS:**

Arrival - You should meet your Lead in your track area by 5:30 each evening of camp. Your Lead will pick up and bring you your nametag on Monday, and then you keep it after that. Your team should gather for prayer and to take care of any last-minute details before the kids arrive.

During Camp – You are our sports and arts experts alongside your Lead! Be ready to coach, explain, and work with kids in your area however your Lead asks you to.

Dismissal - Help SGLs and POCs keep the kids in their groups and organized as parents pick them up. Also, please be prepared to hang out a little longer on Thursday night because on that night ONLY, 4<sup>th</sup> – 6<sup>th</sup> grade parents will be invited to stay in your track area until 9:15 to see what you have been teaching their kids during the week.

### **SUBSTITUTES**

You should report to Team Member Central downstairs at WRC each night that you have signed up to serve. If you can be there before 5:30, that's great, but if not, just come as soon as you can. You will check in with our Team Member Support Lead, and she will assign you wherever you are needed.

You may be in that position all night, or you may only be needed for a little while until another leader arrives. In that case, report back in with the Team Member Support Lead at WRC Camp Central or by having someone radio/ call her from the EPMS Camp Central tent to get your next assignment.

**Also, please read over the description for each team member role (p.10-16) so that you will be prepared for any position BUT be aware that substitutes are most often used to fill in for small group leaders.**

### **SURGE JR. TEAM**

This team provides a camp-like experience for SURGE team members' kids ages birth to Pre-K (any kid who has not yet entered kindergarten) at West Ridge Church in the Pre-K area. Please meet your team in the Pre-K Resource Room by 4:45 pm on Monday and by 5 pm the rest of the week, and plan to serve until 9:30 p.m. nightly. Your Lead will give you further instructions.

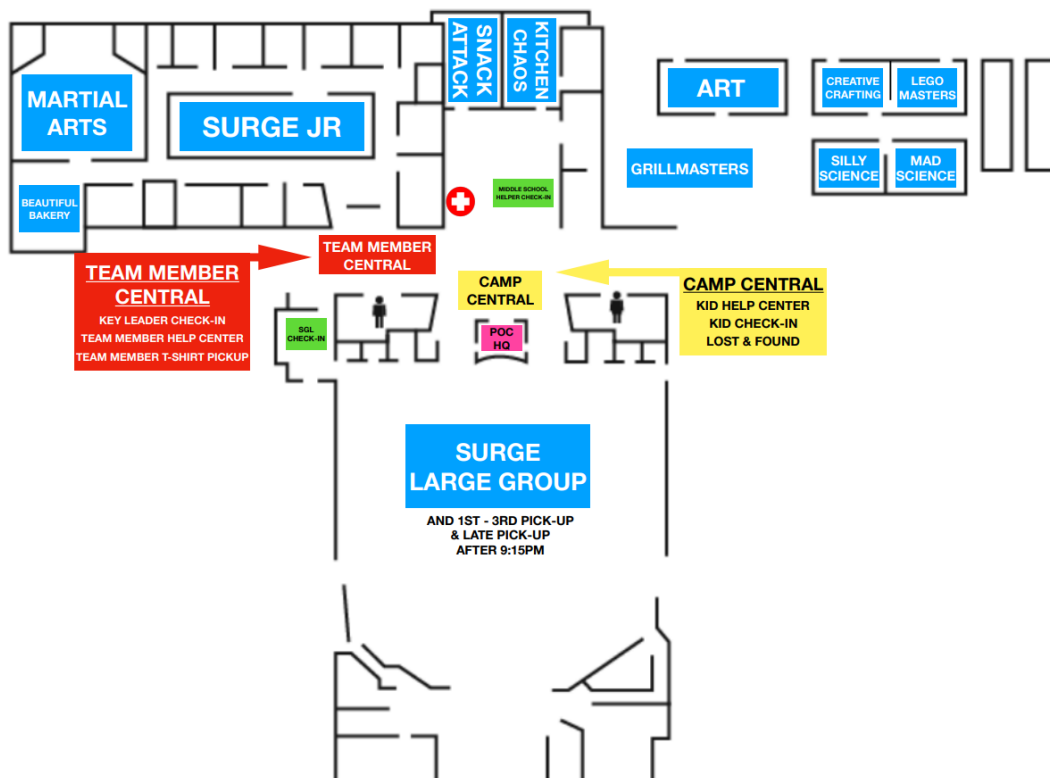
### **TEAR DOWN TEAM**

This team will meet their Lead at West Ridge Church Camp Central at 8 p.m. on Thursday night for job assignments. They will work throughout both campuses for the next two to three hours taking down SURGE and getting the church back to "normal."

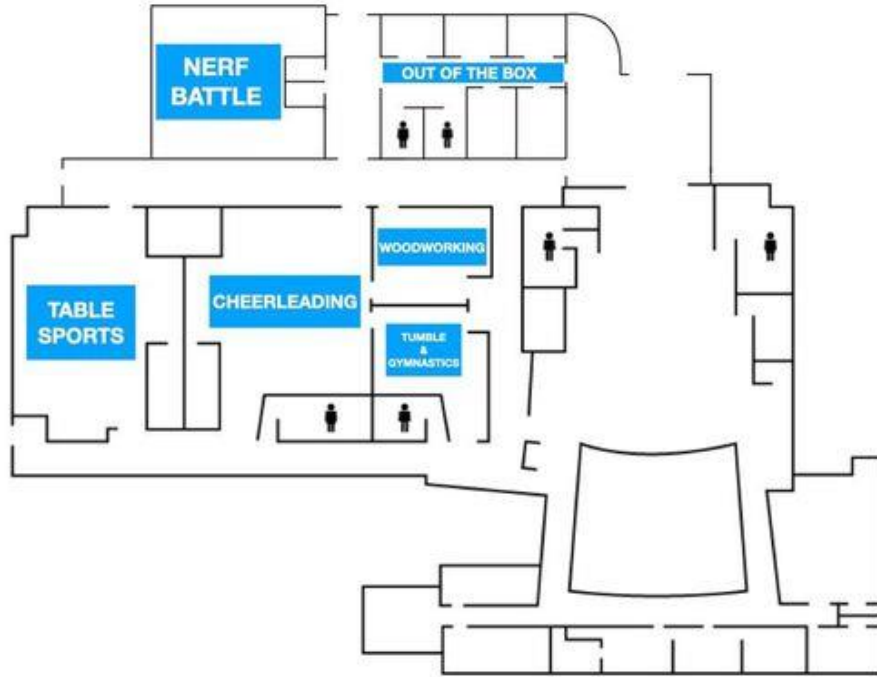
**VIDEO, PHOTO & MEDIA TEAM** – This team is made up of specialist in these fields, and they record SURGE through great pictures, videos and social media. Your Lead will contact you with specific instructions.

## **#5 SURGE CAMP MAPS**

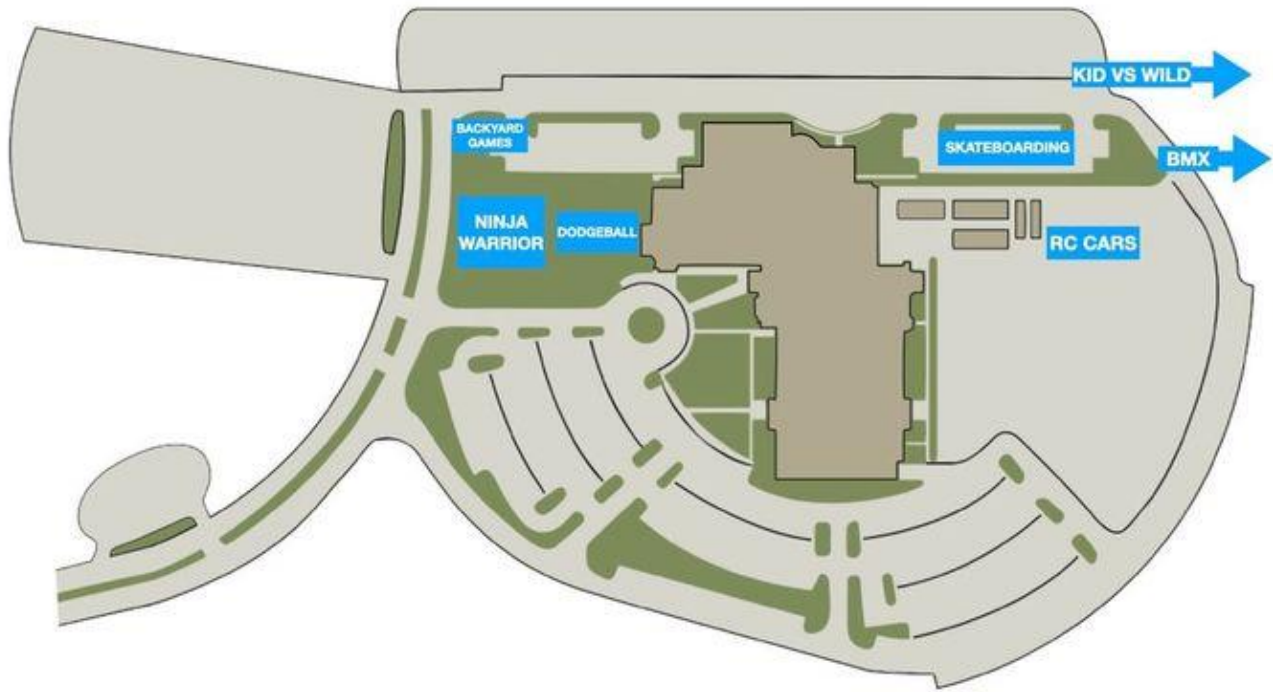
### **West Ridge Church Downstairs**



## West Ridge Church Upstairs



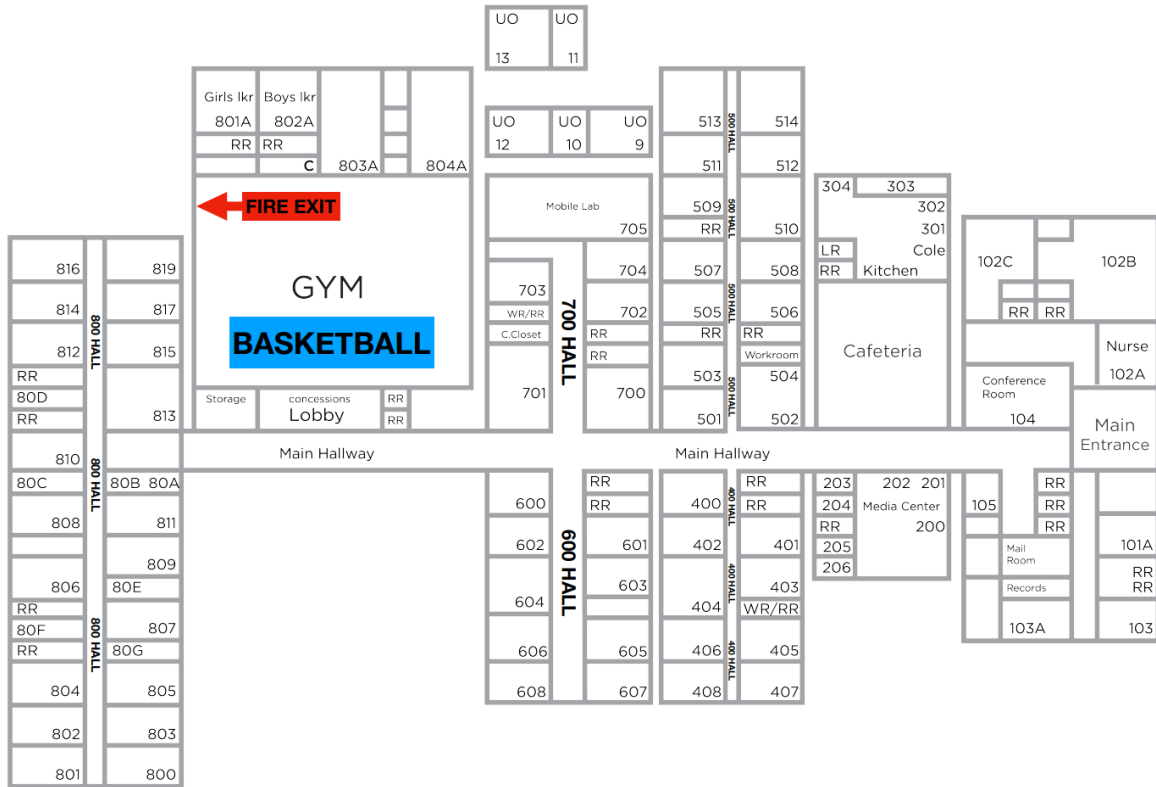
## West Ridge Church Outside



## East Paulding Middle School Outside



## EPMS Inside



## #6 SURGE Schedules

### 1st - 3rd Grade Schedule Monday - Thursday

#### West Ridge Church Tracks

5:45 - Drop-off Begins in Track Location  
6:00 - Track Begins  
7:10 - Track Ends & Head to Worship Center  
7:20 - Large Group Begins  
8:10 - Large Group Ends  
8:15 - Small Group Begins  
(Have Snack During Small Group)  
9:00 - Small Group Ends & Parent Pickup Begins  
In the Worship Center  
9:15 - SGLs & Remaining Kids Stay in the  
Worship Center for Late Pickup

#### East Paulding Middle School Tracks

5:45 - Drop-off Begins in Track Location  
6:00 - Track Begins  
7:00 - Track Ends, Bathroom, & Bus to WRC  
7:20 - Large Group Begins  
8:10 - Large Group Ends  
8:15 - Small Group Begins  
(Have Snack During Small Group)  
9:00 - Small Group Ends & Parent Pickup Begins  
in the Worship Center  
9:15 - SGLs & Remaining Kids Stay in the  
Worship Center for Late Pickup

### 4<sup>th</sup> - 6<sup>th</sup> Grade Schedules Monday - Thursday

#### West Ridge Church Tracks

5:45 - Drop-off Begins in Worship Center  
6:00 - Large Group Begins  
6:50 - Large Group Ends & Head to Track Location  
7:00 - Small Group Begins  
(Have Snack During Small Group)  
7:50 - Small Group Ends & Track Begins  
9:00 - Track Ends & Parent Pickup Begins  
9:15 - SGLs Take Remaining Kids to the  
Worship Center for Late Pickup

#### East Paulding Middle School Tracks

5:45 - Drop-off Begins in Worship Center  
6:00 - Large Group Begins  
6:50 - Large Group Ends, Bus to EPMS, Bathroom  
7:10 - Small Group Begins  
(Have Snack During Small Group)  
8:00 - Small Group Ends & Track Begins  
9:00 - Track Ends & Parent Pickup Begins at EPMS  
9:15 - SGLs & Remaining Kids Ride a Bus to the  
Worship Center for Late Pickup

### Thursday Parent Sneak Peek

- *Thursday ONLY: Invite parents into your area to get a glimpse of what their kids have been doing at camp.*

**1<sup>st</sup>-3<sup>rd</sup> grade: At drop-off = 6-6:15 p.m.**

**4<sup>th</sup> -6<sup>th</sup> grade: At dismissal = 9-9:15 p.m.**

### Friday Night Family Finale for ALL Ages

- *Parents and siblings will stay and participate with their kids at this event!*
- *Friends and family that didn't attend SURGE are also welcome to come!*
- *Team members are encouraged to attend, but you do not have responsibilities.*

**6:00-7:15 p.m.**

**SURGE Recap Video and Last SURGE Large Group in the WRC Worship Center**

**7:15-9:00 p.m.**

**Families go off campus for an adventure together!**