

# Outreach Team

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POLICIES & GUIDELINES

Wallenpaupack Church  
[WWW.WALLYCHURCH.ORG](http://WWW.WALLYCHURCH.ORG)

# Outreach Team Policies & Guidelines

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## Outreach Policies Applicable Across All Activities

### Expectations

- **Timeliness:** Arrive on time and remain until your assigned contributions are completed.
- **Preparation:** As applicable, attend the pre-event orientation and other pre-event planning sessions as scheduled, and review any provided event-specific guidelines/details. Preparation also includes praying over your time at the event and the families that will be reached by the event so the entire event is well bathed in prayer by all volunteers before it begins.
- **Dress Code:** Wear comfortable, modest, weather-appropriate clothing, suitable for the activities engaging in, including any provided volunteer attire (i.e., T-shirts or name tags as applicable).
- **Concerns:** Any questions or concerns should be directed to the Event Coordinator or Outreach Director as soon as possible.
- **Communication:** Each volunteer should download the [Church Center app](#) and become familiar with the Event Group(s) they are working with since this will be the central way updates, schedules and event resources are shared across the team.

### Code of Conduct

- **Positive Attitude:** Use uplifting language and maintain a welcoming, positive demeanor throughout the event.
- **Child Safety:** Never be alone with a child; always adhere to the two-adult rule.
- **Confidentiality:** Respect the privacy of families by not sharing personally identifying information (as applicable).
- **Professionalism:** Exhibit kindness, patience, and respect toward children, parents, and fellow volunteers.
- **Boundaries:** Refrain from physical discipline, roughhousing, or any behavior that could be misinterpreted.
- **Representation:** Remember that you represent the church; avoid any behavior that could reflect negatively.
- **Prohibited Activities:** Smoking/vaping; alcohol; and the use of inappropriate language, materials or behavior are strictly forbidden during event hours (during preparations and the event itself).

## Disciplinary Procedures

This section applies to behavior during both event preparations and the event itself. While we strive to foster a culture of grace, any behavior that violates the code of conduct or shared expectations may disrupt team unity, compromise the safety of children or volunteers, or harm the church's witness to the community. To address such situations, the following steps will be taken:

1. **First Incident:** The Outreach Director will provide a verbal reminder, addressing the concern and offering guidance for improvement.
2. **Second Incident:** A meeting will be held with the Outreach Director to discuss the behavior, outline expectations, and identify any support needed to ensure future success.
3. **Third Incident:** Depending on the severity of the issue and its impact, the volunteer may be reassigned or removed from their role.

The goal of these procedures is to promote a spirit of restoration and growth while maintaining a safe, welcoming, and Christ-honoring environment for all involved.

## Child Safety Policies

1. **Check-In/Check-Out Procedures (as applicable):** Only authorized individuals may drop off or pick up children. Volunteers must verify identification as needed.
2. **Two-Adult Rule:** at least two adult volunteers should be present at all times when supervising children. To the greatest extent possible, this will also be honored when escorting children to the facilities, although approved student helpers on the volunteer team may also count as a second person when necessary.
3. **Supervision:** Ensure participating children are always supervised and remain in designated areas, and help parents understand that they are also responsible for their own children.
4. **Background Checks:** All volunteers must complete a background check prior to the event. This process will be initiated by the church and will occur completed online, unless fingerprints are required for someone who has lived in PA for less than 10 years.
3. **Incident Reporting:** Report any accidents, injuries, or safety concerns to the Event Coordinator or Outreach Director immediately.
4. **Emergency Procedures:**
  - o Familiarize yourself with emergency exits and any provided safety plans (if applicable).
  - o Follow the Event Coordinator's directions during emergencies or drills.

## Resources

[Our Outreach Homepage](#)



[Church Center App Access](#)





## Guidelines for Easter Eggstravaganza Egg Hunt

### Introduction

These guidelines are designed to ensure a successful and impactful Easter Egg Hunt while aligning with our church's mission to *Know, Grow, and Go*. This event provides an opportunity to glorify God, share the message of Easter, and build meaningful connections with families in our community.

### Focus

Our focus is to celebrate the joy of Easter by sharing Christ's love through an engaging, family-friendly event. Through this, we live out our church's mission:

- **Know:** We help attendees come to know the hope and love of Christ, especially through the message of His resurrection.
- **Grow:** We foster spiritual and relational growth by working together as a team to create an event that reflects God's joy and generosity.
- **Go:** We demonstrate God's love in action by reaching out to families in our community, offering them a memorable and meaningful Easter experience.

Through joy, service, and connection, we aim to provide a low-barrier, event that people look forward to returning to year after year.

### Roles and Responsibilities

- **Activity Leaders**
  - Oversee specific activities such as face painting, games, or crafts.
  - Ensure all materials are prepared and activities run smoothly.
- **Egg Hunt Monitors**
  - Set up and monitor egg hunt zones.
  - Ensure children remain safe and follow age-appropriate rules.
- **Welcome Team**
  - Greet families, assist with check-in, and provide directions.

- Hand out event maps and answer questions.
- **Support Staff**
  - Assist with setup, cleanup, traffic control, or general logistical needs.
  - Provide help where needed during the event.
- **Egg stuffers**
  - Take eggs home, stuff and return!
- **Donor acquisition**
  - Secure donations for prizes (local business baskets, local event tickets, etc.)
- **Publicity**
  - Coordinate with local schools, daycare centers, libraries, etc. To cover all aspects of non-social-media publicity.
- **Photographer**
  - Take photos during different stages of planning and implementation to share with our social media coordinator.
- **Event Team Coordinator**
  - Oversee all of the above and coordinate with the church Outreach Director

### Training Provided

- **Orientation:** Attend the pre-event orientation to review responsibilities and event layout.
- **Activity Guidelines:** Understand the rules and structure of all activities, especially the egg hunts.
- **Safety Training:** Learn basic safety protocols, including first aid and crowd management.
- **Event Schedule Overview:** Year-to-year schedules are subject to change and anyone who plans to assist with the Egg Hunt on the day of will be trained on what to expect in terms of scheduling. For general planning purposes, Trunk or Treat has historically flowed like this:
  - 7:00AM - Volunteer Arrival & Briefing
  - 7:30AM & 11:30AM – Hide Eggs
  - 8:30AM & 12:30PM - Family Check-In Opens
  - 9:00AM & 1:00PM - Opening Welcome & Instructions
  - 9:00AM & 1:00PM- Egg Hunts Begin
  - 9:30AM & 1:30PM- Group Activities & Refreshments
  - 10:00AM & 2:30PM - Closing Announcements & Cleanup



## Guidelines for Vacation Bible School (VBS)

### Introduction

These guidelines are designed to ensure a successful and impactful Vacation Bible School (VBS) experience while aligning with our church's mission to *Know, Grow, and Go*. Through this ministry, we seek to glorify God, nurture faith, and build connections with children and families in our community.

### Focus

Our focus is to share the love of Christ with children by providing a week of engaging, faith-filled activities. Through this, we live out our church's mission:

- **Know:** We help children come to know God's love and truth as they explore His Word and His character.
- **Grow:** We encourage spiritual growth through activities that inspire learning, joy, and meaningful connections with others (the kids grow and so do the volunteers)!
- **Go:** We model Christ's love in action, equipping children to carry the lessons they learn into their homes and communities.

By creating an environment filled with faith, fun, and fellowship, we aim to inspire a lifelong journey of knowing and following Jesus.

### Roles and Responsibilities

- **Group Leaders**
  - Guide children through activities.
  - Foster a welcoming and inclusive atmosphere.
- **Station Leaders**
  - Lead specific activities such as crafts, games, or Bible stories.
  - Prepare materials in advance and ensure smooth transitions between groups.
- **Support Staff**
  - Assist with registration, snack distribution, or other logistical needs.
  - Provide extra help wherever needed.
- **Set/Environment Designer**
  - Build sets, decorate spaces

- **Publicity**
  - Coordinate with local schools, daycare centers, libraries, etc. To cover all aspects of non-social-media publicity.
- **Transportation Coordinator**
  - Coordinates with local district to cover all aspects of bussing to the event
- **Media**
  - Create in advance and/or advance slides day of event
- **Worship Team:**
  - Lead participants in worship daily during the event
- **Teachers/Skit Actor(ess)**
  - Commit to participating in individual teaching or acting moments throughout the week.
- **Photographer**
  - Take photos during different stages of planning and implementation to share with our social media coordinator.
- **Event Team Coordinator**
  - Oversee all of the above and coordinate with the church Outreach Director

### **Training Provided**

- **Orientation:** Attend the pre-VBS orientation to review policies, procedures, and schedules.
- **Curriculum Overview:** Familiarize yourself with the lessons and activities planned for the week in advance of utilizing them.
- **Safety Training:** Participate in a session on child safety, including first aid basics and emergency protocols.
- **Event Schedule Overview:** Year-to-year schedules are subject to change and anyone who plans to assist with VBS the week of will be trained on what to expect in terms of scheduling. For general planning purposes, VBS has historically flowed like this:
  - 2:30PM - Volunteer Arrival & Prayer
  - 3:00PM - Child Check-In Begins
  - 3:30PM - Opening Worship & Assembly
  - 4:00PM - Rotational Activities (Crafts, Bible Stories, Games, Snacks)
  - 5:30PM - Closing Assembly
  - 6:00PM - Child Check-Out & Volunteer Debrief





## Guidelines for Trunk or Treat Event

### Introduction

These guidelines are designed to ensure a successful and impactful Trunk or Treat event while aligning with our church's mission to *Know, Grow, and Go*. This event creates a fun and welcoming environment where we can glorify God, foster community connections, and share His love with families in our community.

### Focus

Our focus is to provide a welcoming and joyful Halloween alternative that fosters community spirit and shares the love of Christ through fun and fellowship. Through this, we live out our church's mission:

- **Know:** We create opportunities for attendees to experience and know God's love through our hospitality and intentional interactions.
- **Grow:** We grow as a team by working together to provide a safe, uplifting, and joy-filled experience that reflects Christ's care for others.
- **Go:** We actively serve our community, sharing the hope and love of Christ through an engaging and family-friendly event.

Through creativity, kindness, and service, we aim to provide a low-barrier, family-friendly event that people look forward to returning to year after year.

### Roles and Responsibilities

- **Trunk Hosts:**
  - Decorate vehicle trunks in a fun and family-friendly manner.
  - Distribute candy or treats and engage positively with children.
- **Activity Leaders:**
  - Supervise games, crafts, or other activity stations.
  - Ensure all materials are prepared and activities run smoothly.
- **Welcome Team:**
  - Greet families, assist with check-in, and provide event information.
  - Direct attendees to activity areas and answer questions.

- **Support Staff:**
  - Assist with setup, cleanup, traffic direction, or other logistical needs.
  - Provide help wherever needed during the event.
- **Photographer:**
  - Take photos during different stages of planning and implementation to share with our social media coordinator.
- **Event Team Coordinator:**
  - Oversees all of the above and coordinates with the church Outreach Director

### Training Provided

- **Orientation:** Attend the pre-event orientation to review responsibilities and event layout.
- **Station Guidelines:** Understand the rules and logistical considerations for your assigned station or trunk.
- **Safety Training:** Learn basic safety protocols, including crowd management and first aid.
- **Event Schedule Overview:** Year-to-year schedules are subject to change and anyone who plans to assist with Trunk or Treat on the day of will be trained on what to expect in terms of scheduling. For general planning purposes, Trunk or Treat has historically flowed like this:
  - 11:00AM - Volunteer Arrival & Setup
  - 12:30PM - Family Check-In Opens
  - 1:00PM - Trunk or Treat Begins
  - 3:00PM - Event Ends & Cleanup Begins
  - 4:00PM - Volunteer Debrief & Dismissal



## Guidelines for Parade Involvement

### Introduction

These policies and procedures are designed to help us achieve a successful and impactful parade event while aligning with our church's mission to *Know, Grow, and Go*. Through these events, we aim to glorify God, build relationships, and actively engage with our local community.

### Focus

Our focus is to represent our church well and share Christ's love through participation in local parades. By doing so, we live out our church's mission:

- **Know:** We grow closer to God by allowing Him to use the unique gifts He has given each of us.
- **Grow:** We develop spiritually and relationally as we practice using our gifts and work in unity with team members.
- **Go:** We demonstrate God's love in action, serving our community.

Through joy, unity, and service, we aim to create meaningful connections both within our church and with those in our local community.

### Roles and Responsibilities

- **Float Volunteers (creation and/or day of)**
  - Help with decorating and assembling the church float.
  - Ensure float safety and assist participants during the parade.
- **Walkers**
  - Walk alongside the float, distribute materials (e.g., flyers, candy), and engage with spectators.
  - Maintain a safe distance from the float and other vehicles.
- **Traffic Monitors**
  - Assist with managing crowd flow and ensuring safe passage for the parade route.
  - Communicate with Parade Marshals about any issues.

- **Support Staff**
  - Help with setup, teardown, and other logistical needs.
  - Provide assistance to volunteers or participants as needed.
- **Photographer**
  - Take photos during different stages of planning and implementation to share with our social media coordinator.
- **Event Team Coordinator**
  - Oversees all of the above and coordinate with the church Outreach Director

### **Training Provided**

- **Orientation:** Attend the pre-event orientation to review responsibilities and the parade route.
- **Safety Guidelines:** Learn the safety protocols for floats, walking participants, and crowd management (if applicable)
- **Engagement Training:** Understand how to interact positively with spectators and represent the church's mission.
- **Event Schedule Overview:** Parade schedules are set by the organizing party (i.e., Hawley Borough or other entity) so they will be subject to change and anyone who plans to be there the day of will be trained on what to expect in terms of scheduling. The parades have historically flowed like this:
  - 4:00PM - Volunteer Arrival & Setup
  - 4:45PM - Float & Participant Check-In
  - 5:00PM - Parade Begins
  - 6:00PM - Parade Ends & Cleanup
  - 6:15PM - Volunteer Debrief & Dismissal