#### How to prepare for

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Seventh-day Adventist Church



Seventh-day

#### **Planning for Success**



#### MATTHEW 7:7 (NKJV)

"Ask, and it will be given to you;

seek, and you will find; knock, and it

will be opened to you



#### **Planning for Success**



Be specific in your prayers!

The presence of the Holy Spirit
Volunteers who love kids
Kids to grow in their faiths
The parents of the kids
God to use the VBS to draw everyone involved closer to Him



#### **Planning for Success**



#### Plan ahead

#### Involve your Pastor

Begin volunteer screening

- Keep the leaders informed
- Stick to the budget







Appreciate your volunteers

Make final reports

Follow up



#### **Planning for Success**

Outreach

Program

Seventh-day Adventist Church





### **Recruiting and Staff Training**



#### Sending personal invitations

Praying



Announcements in the bulletin



Inviting teens to volunteer



Inviting seniors to volunteer



#### ecruiting and Staff Training

#### Main Staff



**Crew Leaders** 

**Director and Assistant Director** 



**Station Leaders** 



**Decorating Team** 



**Registration Helpers** 





#### **Recruiting and Staff Training**

### Other Staff Members – Optional



Song Leaders









Follow-up Leader

Media Specialist



#### 3 to 6 Months Before VBS

#### Pray

- Select your VBS kit and the format for your VBS
- Select a date and reserve facilities
- Begin the selection of your team
- Ask the congregation to pray for the event
- Plan your VBS budget and think about fundraising ideas



### 2 to 3 Months Before VBS

#### Recruit your leaders

- Get board approval for running your VBS program
- Start marketing your VBS
- Setup registration dates
- Order supplies that you will need for your VBS



#### **8 Weeks Before VBS**

Recruit and train additional volunteers if needed

Continue marketing efforts

Continue gathering supplies

Meet with your decorating team – create a plan

Work on your VBS rotation schedule







Hold a meeting with volunteers and staff – make sure everyone has a clear understanding of their responsibilities – have a backup plan



Touch base with the station leaders. Make sure they also have the necessary supplies



Continue marketing and encouraging pre-registration







Update VBS information on church website



Prepare a flyer to hand out at church



Make announcements during children's Sabbath school classes and church service – use promoting videos!



#### 2 Weeks Before VBS



Check your registration count – encourage children to invite their friends



Make sure everything is on schedule

Teach the VBS songs to the leaders – share the videos with them

Get a report from the decorating team

Inventory supplies



#### 2 Weeks Before VBS



Distribute curriculum to program leaders



Have all equipment ready to transfer to the VBS location



### 1 Week Before

- Complete all decorations
- Make a list of any last minute supplies needed
- Check that your leaders are ready
- Decide which area/room will be use for stations and opening/closing programs



Conduct a volunteer dedication service



### 1 Day Before VBS



Double checked every station. Make sure all the supplies are there

Finish up any last minute decoration

Have a prayer session with your team







Arrive early and make sure your staff is ready on time

Be ready with a smile and welcoming words!

Introduce yourself and lead children to the registration table



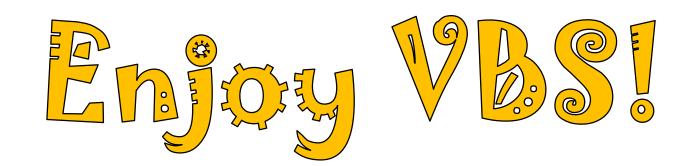


### After Day 1 is Done...



Have a staff meeting

Make adjustments according to the feedback for the rest of the week









Remind staff of closing program preparation

Invite parents to the closing program



Make sure photographers and videographers over all activities



#### 1 Weeks After VBS

Inventory supplies for next year

Have a debriefing of the week with your team

Complete all records and reports

Follow-up event planning

Write thank you notes or appreciation certificates for your staff. Consider hosting a special lunch/ice cream party!

# Thank you! #SayYESToJesus

