

How to prepare for

Vacation Bible School





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
- Plan a Sabbath closing program
- Budget your time
- Appreciate your volunteers
- Make final reports
- Follow up








Planning for Success



Outreach Program

Recruiting and Staff Training

-  Sending personal invitations
-  Praying
-  Announcements in the bulletin
-  Inviting teens to volunteer
-  Inviting seniors to volunteer

Recruiting and Staff Training

Main Staff



Director and Assistant Director



Crew Leaders



Station Leaders



Decorating Team



Photographer



Registration Helpers



First Aid Provider

Recruiting and Staff Training

Other Staff Members – Optional



Song Leaders



Treasurer – Business Manager



Publicity Director



Prayer Leader



Follow-up Leader



Media Specialist






Countdown to Success

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






Countdown to Success

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




Countdown to Success

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




Countdown to Success

4 Weeks Before VBS

-  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






Countdown to Success

4 Weeks Before VBS

-  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!

Countdown to Success



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



Countdown to Success

2 Weeks Before VBS

-  Distribute curriculum to program leaders
-  Have all equipment ready to transfer to the VBS location

Countdown to Success




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






Countdown to Success

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

Countdown to Success



Opening Day!

-  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

You Did It!

Countdown to Success




After Day 1 is Done...

-  Have a staff meeting
-  Make adjustments according to the feedback for the rest of the week

Enjoy VBS!






Countdown to Success

During VBS

-  Remind staff of closing program preparation
-  Invite parents to the closing program
-  Make sure photographers and videographers over all activities

Countdown to Success

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