

# Vacation Bible School

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## PREPARATION

CHURCH \_\_\_\_\_

DATE of VBS \_\_\_\_\_

VBS General Overseer \_\_\_\_\_

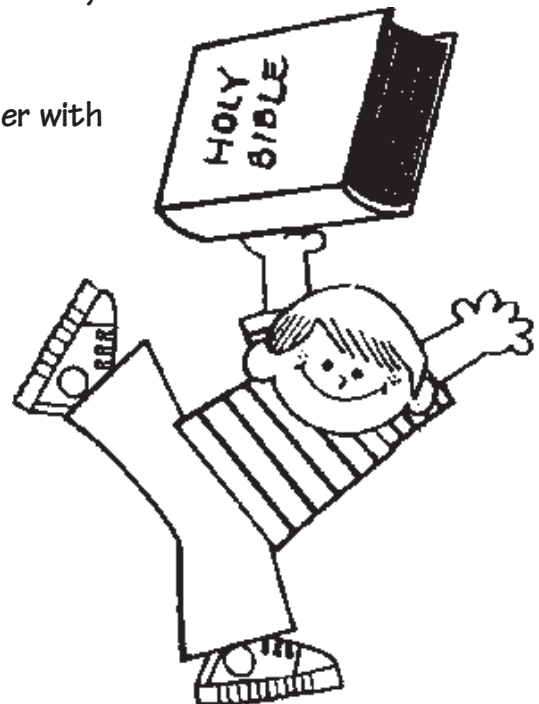
Estimated Enrollment: Children \_\_\_\_\_ Teens \_\_\_\_\_

### ☐ FACILITIES

- General Assembly Meeting Room  
(Decorate?, when?, seating, sound system)
- Classrooms  
(How many?, where?, chairs, A.C.? Signs and decorations)
- Refreshments  
(Where?, outdoors or in?, tables)
- Restrooms  
(Adequate number or must carefully schedule when diff. ages can go?)
- Registration Area  
(Where?, 2-4 tables, chairs, 12 - 16 ink pens, rubber bands, stapler)
- Rooms for Personal Work  
(Designate, set up and stock up daily)
- Room for the Store  
(Where?, Cool Storage with lock, 2 tables)
- Room for Missionary  
(VBS Supplies Storage)
- Outdoor area for children to gather with  
their teachers after registration
- Cleaning building, bathrooms

### ☐ TRANSPORTATION

- Buses, Vans, Cars  
(Number of vehicles, insurance,  
registration, maintenance, fuel,  
schedule, personnel, CDL)



Children's Ministry Missionaries Tom and Cris Geer  
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512 917-9483

## ❑ PROGRAM

- A.M. or P.M. VBS
- Friday Night Closing Program

## ❑ PROMOTION

### • FLYER DISTRIBUTION

Hand flyer with personal invitation, post flyers in car, bus windows, on bulletin boards or windows of local businesses

- RADIO, TV ADS
- PRE-VBS PARADE
- INCENTIVES

Call or Visit local restaurants, amusement parks, attractions for free or discount COUPONS to use as rewards.

- STORE, a place where children can trade in their "BUCKS" for candy, trinkets, gifts etc.. We will provide some of the items for the store and we need your people to contribute new or like new items to add to the store goodies (i.e.: stuffed animals, basketballs, etc. - please no fad or movie characters or advertising)

- "BUCKS" are given daily as a reward and incentive. 1 "Buck" for attendance, 5 "Bucks" per verse memorized, 10 "Bucks" per visitor brought. Double day is an unannounced surprise.

- BIBLES
- TROPHIES
- BEHAVIOR AWARDS
- CERTIFICATES given for perfect attendance and daily contest and game winners.
- Individual CLASS PROMOTIONS are encouraged.

## ❑ PROPS/DECORATIONS

Collect or make props consistent with the theme. Use balloons, streamers, posters, window painting, life size cutouts etc. We will let you know what props and backdrops we will be bringing. Props-people will help set up props prior to VBS and take them down after. They will also be responsible to make signs or banners for Registration Table, Store, VBS advertising banner for the front of the church building, side of buses. "Welcome to VBS" at entry etc., worker name tags.

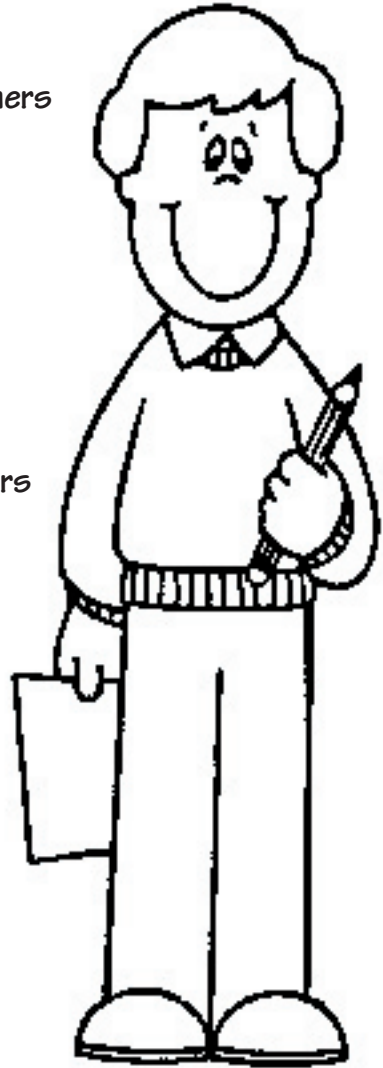
Decorate:

- Halls
- Auditorium (except for platform)
- Classrooms
- Entrances
- Buses

## ❑ PAPERWORK

We will print and provide the following paperwork. Some will be sent ahead and others will be brought when we arrive.

VBS Booklet  
Teacher's Booklets  
Kinder Booklets (when applicable)  
VBS Flyers  
Special Event/Project Flyers  
Certificates  
Registration Information Sheet  
Registration Cards, File Boxes & Dividers  
Visitor Brought By Sheet  
Daily Record Sheet  
Verse Record Sheet  
Extra Verse Sheet  
Decision Slips  
Salvation/Baptism Tracts  
Bucks



## ❑ PERSONAL WORK

### Preparation

- Decision Room Set up daily
- Be watchful during invitation
- Decision Slips
- Bible
- Pen

### Procedure

- Who deals with children?
- Where to go?
- What to say?
- What to do if?
- What about multiple decisions?
- What to do with decision slips?



## ❑ PERSONNEL

### Cooperation, Attitude, Motive

It is a must for all VBS personnel to read the VBS handbook in its entirety so that all are familiar with each aspect of the VBS program. This will enable us to more effectively work as a team towards a common goal.

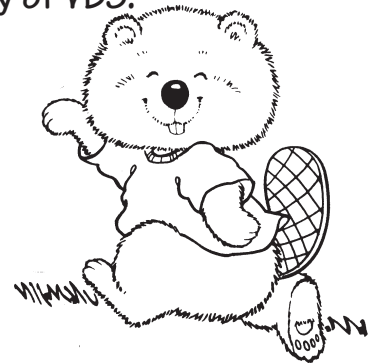
## ☐ PERSONNEL continued

### CLASSROOM WORKERS

The best ratio is 1 Teacher and 1 Helper per every 10 - 15 children. Classes may be combined or split according to available classroom space, number of children, teachers and or helpers. Teachers must be approved by the pastor and follow the church guidelines for dress and conduct.

Teachers will be responsible to:

- Make a sign with your class grade and gender and attach to a stick (ruler), make a matching sign for your classroom door.
- Be prepared mentally, physically and spiritually. Have all handouts, visual aids etc. ready ahead of time. Know your lesson well!
- Be early - make sure room is neat, set up with enough chairs, visuals are displayed etc. Decorate according to theme.
- Remain with your class the entire day.
- Be available to listen to your students quote extra verses during registration, refreshments and at dismissal for the day.
- Teach the principle, application and memorization of daily verse.
- Know daily memory verses in entirety prior to beginning day of VBS.
- Keep up with daily paperwork. Give 5 bucks for each verse memorized.
- Deal with children during invitation.
- Personal Contact by Visitation of each child at least once during the week. (Acknowledge attendance, "missed you" for non-attenders, acknowledge salvation decisions.



#### KINDER

Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### FIRST GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### SECOND GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### THIRD GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### FOURTH GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### FIFTH GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### SIXTH GRADE

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

#### TEENS

Girls Teacher \_\_\_\_\_ Helper \_\_\_\_\_

Boys Teacher \_\_\_\_\_ Helper \_\_\_\_\_

NOTES: 

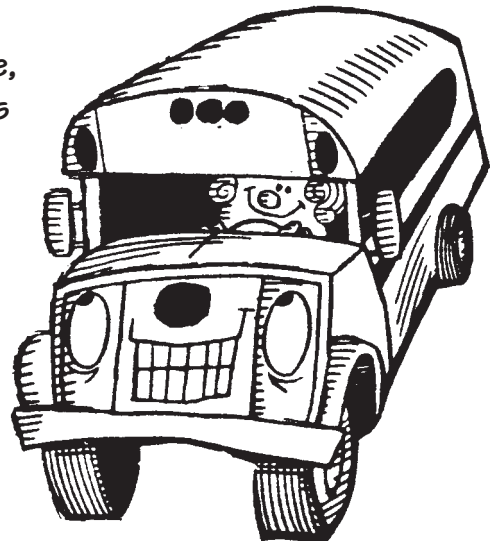
#### TRANSPORTATION WORKERS

Overseer \_\_\_\_\_

(At least 3 workers per bus and 2 per van, driver included)

- Driver \_\_\_\_\_
- Secretary \_\_\_\_\_
- Runner \_\_\_\_\_
- Maintenance - \_\_\_\_\_

Check vehicles daily for fuel, fill before route, check oil, make sure bus is swept daily and trash is taken care of, drivers inform maintenance of mechanical problem so it may be remedied before the vehicle is next needed.



REGISTRATION WORKERS Arrive early to be prepared when the first child arrives. Work the same grade each day. Please be available Friday afternoon to get all paperwork finalized for the closing program.

Overseer \_\_\_\_\_

	Boys	Girls
• Kinder	_____	_____
• 1st	_____	_____
• 2nd	_____	_____
• 3rd	_____	_____
• 4th	_____	_____
• 5th	_____	_____
• 6th	_____	_____
• Teen	_____	_____

USHERS Secure penny rolls and have them at the church by the Saturday before VBS. Small churches need to have between \$30 - \$60 worth of penny rolls and larger churches between \$100 and \$300 worth of penny rolls. Be available to trade the children bills and other coins for rolls of pennies at registration, during offering time and then to count the pennies each day keeping a separate count for the girls and boys.

Overseer \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

### REFRESHMENTS

Overseer \_\_\_\_\_

Children's A.M. or P.M. VBS

- \_\_\_\_\_
- \_\_\_\_\_



## REFRESHMENTS continued

Closing Program (Coffee, punch, cookies, finger food etc.)

- \_\_\_\_\_
- \_\_\_\_\_

## STORE WORKERS

Overseer \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PERSONAL WORKERS

Overseer (can be the same as usher overseer)

All capable teachers and workers PLEASE BE PREPARED to deal with children during the invitation. Refreshment and registration workers should be ENTHUSIASTICALLY AVAILABLE AT THIS TIME.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PROMOTION (Advertisement and Incentives)

Overseer \_\_\_\_\_

Organize flyer distribution, radio, TV, news paper, pre-VBS parade, call for free food and amusement coupons, organize, purchase and collect items for the store etc.



- \_\_\_\_\_
- \_\_\_\_\_

## PROPS AND DECORATIONS

Overseer \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## BUILDING CLEAN-UP

Overseer \_\_\_\_\_

Dump all trash cans, clean and replenish restrooms, straighten classrooms and auditorium and pick up grounds daily.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## SOUND SYSTEM

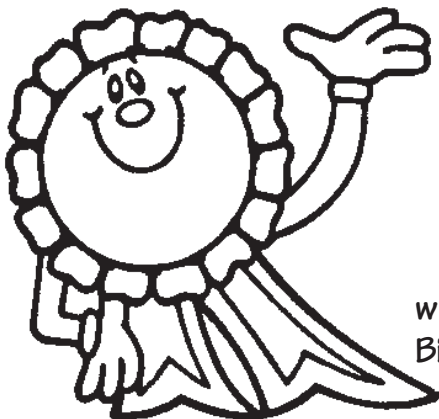
- \_\_\_\_\_

## SKIT VOLUNTEERS (may or may not be needed, number will vary)

- \_\_\_\_\_
- \_\_\_\_\_

## SCRIBES (Ladies with pretty, neat writing needed to help daily and on Friday afternoon to fill out certificates, Bibles etc.)

- \_\_\_\_\_
- \_\_\_\_\_



## GAMES and CONTEST WORKERS

Overseer \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Their job is to set up and run the daily games which are conducted during refreshments for the A.M. Bible School and during registration for the P.M. VBS.