

Bible School Handbook

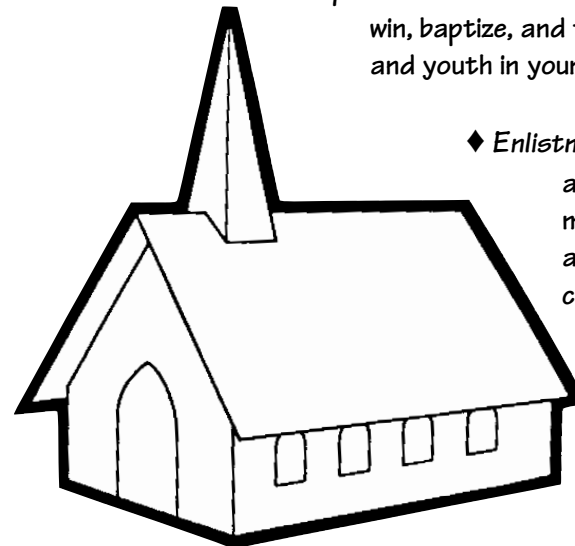
"Suffer the little children to come unto me, and forbid them not:
for of such is the kingdom of God." Mark 10:14

BIBLE SCHOOL HANDBOOK

The role of VBS in the local church.

♦ Expanded outreach effort to contact,
win, baptize, and teach children
and youth in your community.

♦ Enlistment of new teachers,
assistants, and helpers that
may further their service on
a regular basis in your weekly
children's and youth ministries.



The Great Commission
Matthew 28:19-20

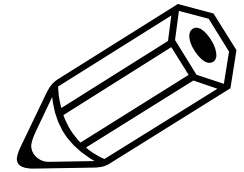
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NOTES:



Pre-VBS ✓off list

3 - 6 months prior to VBS

- ☐ Pre-VBS Meeting. Workers assigned.
- ☐ Prepare for Ads in Newspaper, radio, TV, Church Bulletin.
- ☐ All Workers read VBS handbook.
- ☐ \$200 for supplies sent in.

1 month prior to VBS

- ☐ All ads in.
- ☐ Sign on exterior with dates etc.
- ☐ Drivers and vehicle records in.
- ☐ Refreshments
 - Enlist volunteers for cookies and meals.
 - Reserve McDonald's Orange Bowl.
- ☐ Teachers preparing lessons, visuals, classroom etc.
- ☐ All Workers have read VBS handbook.
- ☐ Cottage Prayer Meetings.
- ☐ Props/Decoration group make or collect
 - banners, signs, theme props etc.
- ☐ Flyers will arrive by UPS.
- ☐ Go to local restaurants, amusements, etc. for donated coupons.

1 week to 1 day prior to VBS

- ☐ \$20-\$40 of penny rolls ready for Sun. a.m.
- ☐ Big Flyer Distribution the two Saturdays before VBS. (Pre-register new kids)
- ☐ Push for large day in S.S. (VBS Pre-Registration Day)
- ☐ Sat. or Sun. have VBS Parade.

During VBS

- ☐ Psalm 100:2
- ☐ Psalm 119:165

After VBS

- ☐ 1 week Reflect and Analyze
- ☐ 51 weeks FOLLOW UP!!!!!!

Dear Pastor,

Thank you for allowing us to help with your Vacation Bible School. We count it an honor.

Bible School is probably the most productive method for reaching children and teens with the Gospel of Christ. The difficulty enters the scene with the overwhelming job of preparation, organization, and follow-up. It is in this area that we desire to be a blessing to you. Our hope is that by alleviating some of this work, you may be able to concentrate your efforts on reaching and keeping more children.

In this handbook we have endeavored to answer any questions you or your workers may have concerning the VBS program. Communication is the key. If everyone involved is well informed, there will be less opportunities for the Devil to get his foot in the door as we deal with the precious lives with whom God is entrusting us.

In order for us to get to know each other better and to help familiarize you with our program and us with yours, we would like to schedule a meeting with you and your people. This meeting will take approx. 1-2 hours and should be held 3 to 6 months prior to your VBS. Please encourage all folks who may be even remotely interested to attend these meetings. They may catch the vision to be involved! We will cover:

- ☐ Facilities
 - ☐ Transportation
 - ☐ Program
 - ☐ Personnel
 - ☐ Promotion
 - ☐ Props
 - ☐ Paperwork
 - ☐ Personal Work

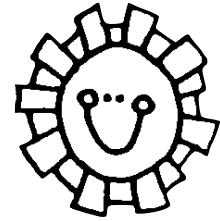
Pastor, we are here to assist you in reaching your community for the Lord. This handbook is a suggestion on how to run your VBS. If something needs to be changed or altered to help you reach your goal, please let us know; we are flexible.

For the Children,

Tom D. Geer
John 21:15

SCHEDULE

July 29, 2008



Dear Parents,

Vacation Bible School greetings! The VBS teachers and staff would like to extend a personal invitation for you and your family to be present at our VBS PARENTS' NIGHT on Friday, July 30th at 7:00 p.m.

This will be an abbreviated VBS program packed with fun, songs, presentation of awards and refreshments to name a few.

Thanks so much for allowing your kids to come this week. It has been so rewarding. We trust that you too will be able to come Friday night and see your kids in action. They would be so proud to have you there to see them.

We would ask that all the children be here at least by 6:45 p.m. If you have any questions or if your children need a ride, please feel free to call us at 524-7765 or 524-9801.

We are looking forward to meeting you.

Sincerely,

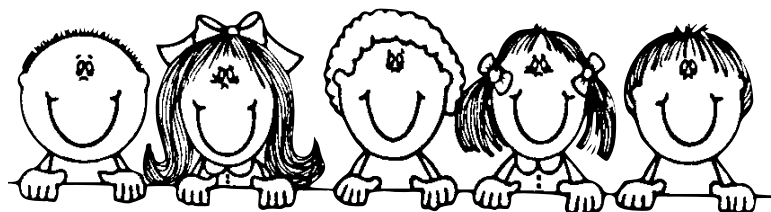
Pastor B. Smith
Calvary Baptist Church
111 Church Road
Anytown, USA 11111

(Sample Thursday Letter to Parents)

VBS VERSE SHEET

- Verses are to be said from the King James Version.
- When quoting, do not help children with the words they do not know.
- Please do not listen to verses from your own children.
- Verses are to be said at appointed times at the verse table.
- Largest print: Kinder - 1st; Next smallest italic print: 2nd - 4th grades, Smallest print: 5th grade to Teens.

- A Psalm 89:11 **"The heavens are thine, the earth also is thine:**
as for the world and the fulness thereof, thou hast founded them."
- B Revelation 4:11 **"Thou art worthy, O Lord, to receive glory and honour and power: for thou hast created all things,**
and for thy pleasure they are and were created."
- C I John 1:1 **"That which was from the beginning, which we have heard, which we have seen with our eyes, which we have looked upon, and our hands have handled, of the Word of life;**



DECISION CARD

Name _____

Address _____

City _____

Age _____ Grade _____

Decision Made:

☐ Salvation ☐ Dedication

☐ Assurance ☐ Other

Counselor _____

Date ____/____/____

MORNING VACATION BIBLE SCHOOL DAILY SCHEDULE

7:30

8:00

PRAYER Pastor, Drivers & Missionary

Buses and Vans Leave

- Vehicles have been prefueled.
- Pretrip checks have been made.
- All vehicles AND drivers have current proof of insurance and license.
- Drivers carrying 15+ passengers must have CDL license with current D.O.T. card.

8:15 - 8:30

WORKERS arrive

All problems and questions should be handled at this time if possible. Make sure your area is ready and that you have all necessary paperwork.

8:45

Buses and Vans Arrive

All late drivers are to be shot immediately upon return!

8:30 - 8:55

Registration & teachers listen to **Verses**

See pg. 15 for detailed explanation.

8:55 - 9:00

Line Up

- Out of doors (weather permitting).
- According to classes (K, 1st, 2nd etc.).
- Single file.
- Teachers and Helpers separate classes.

9:00 - 9:05

Parade

- March in to opening Rally Time.
- Judging of daily competition.
- Teachers and Helpers lead and sit with class.

9:05 - 9:20

Opening Rally

- Greeting
- Singing
- "That's Incredible"
- Penny offering (Race, Weight, Boyze vs Grills)

9:20 - 9:45

Story Time

- All grades with Bro. Geer

9:45 - 10:10

Class Memory Verse Time

- All grades with individual Teachers.
- Restroom break for younger group before refreshments.

10:10 - 10:25

Refreshments

- Out of doors, weather permitting.
- Cookie Table (2 each max., wrapped in napkin, handed to child)
- Drink Table (1, 6oz. cup of cooled drink, dilute so not so sweet. Have cool water available also. No seconds on sweetened drink; suggest water if child is still thirsty [then suggest restroom!]) Mc Donald's Orange Bowl - reserve container ahead of time, free cups, napkins and ice, concentrate \$5 or \$6 a gal., dilutes 6:1)
- Children are encouraged to use the restroom at this time. Restroom monitors needed.
- Children may recite some extra verses to their own teacher or helper at this time.
- PLAN to serve refreshments at the end of the Closing Program on Friday night.

10:25 - 10:30

Line Up

- Same as earlier.
- Kindergarten stays out a little longer, then goes to separate class.
- 1st thru 6th march in to Auditorium.

10:30 - 11:45

Closing Rally Time

- Singing
- Preaching (*no distractions, no one leaves*)
- Invitation (*no distractions, no one unexcused leaves. See pg. 14 for details*)
- Games (As time permits)
- Promotion
- Announcements (Public Professions, Coming Events)
- Closing Prayer
- Pass out letters, flyers etc.

TEACHER'S WORKSHEET

Teacher

Class

Date	Total Attendance	Visitors
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Student Saved	Date	Contact Made

Prayer Request	Date	Answered!

VISITORS BROUGHT BY SHEET

Day	Total Visitors
1	10
2	15
3	20
4	25
5	30
6	35
7	40
8	45
9	50
10	55
11	60
12	65
13	70
14	75
15	80
16	85
17	90
18	95
19	100
20	105
21	110
22	115
23	120
24	125
25	130
26	135
27	140
28	145
29	150
30	155
31	160

[illegible]

11:45 - 12:00 Store Open

12:00 Buses, Vans, Cars Leave

12:00 - 1:00 Tie Up Loose Ends

- Clean up, straighten up building and grounds.
- Paper work finalized for the day.
- Problems dealt with.
- Rooms prepared for a.m. and/or p.m.

Afternoons Teacher VISITATION encouraged

Monday - Thursday

- Soulwinning and round up new kids for next day.
- Visits made on families, new children, absent children and newly saved children from your class.

Invite parents to Closing Program. Secure permission for baptism of children saved in VBS.

EVENING VACATION BIBLE SCHOOL SCHEDULE

5:30 Prayer

6:00 or before Buses and Vans leave

6:15 - 6:30 All other WORKERS arrive

All problems and questions should be handled at this time if possible. Make sure your area is ready and that you have all necessary paperwork.

6:45 Buses and Vans return

6:30 - 6:55 Registration & teachers listen to Verses

6:55 - 7:00 Line Up

- Out of doors (weather permitting).
- According to classes (K, 1st, 2nd etc.).
- Single file.
- Teachers and Helpers separate classes.

P.M. PROGRAM SCHEDULE Cont.

7:00 - 7:05

Parade

- March in to opening Rally Time.
- Judging of daily competition.
- Teachers and Helpers lead and sit with class.

7:05 - 8:15

Opening Rally teachers sit with class.

Greeting, Offering, Singing, Skit, Preaching and Invitation, Announcements.

8:15 - 8:40

Class Memory Verse Time

- All grades with individual Teachers.
- Restroom break for younger group before leaving.
- Teachers dismiss children to store & refreshments.

8:40 - 8:50

Refreshments, Store Open

8:50 -

Buses load up

9:00

All children on their way home

Workers Tie Up Loose Ends

- Clean up, straighten up building and grounds.
- Paper work finalized for the day.
- Problems dealt with.
- Rooms prepared for next day

Morning or
afternoon

Teacher VISITATION encouraged

Monday - Thursday

- Soulwinning and round up new kids for next day.
- Visits made on families, new children, absent children and newly saved children from your class. Invite parents to Closing Program. Secure permission for baptism of children saved in VBS.

VBS DAILY TOTALS

Church

Date

CLASS	SUN.	MON.	TUES.	WED.	THURS.	FRI.
Kinder						
1st						
2nd						
3rd						
4th						
5th						
6th						
Teens						
TOTAL						
Workers						
TOTAL						

Offering	SUN.	MON.	TUES.	WED.	THURS.	FRI.
Boys	\$	\$	\$	\$	\$	\$
Girls	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$
Grand Total						\$

Final Statistics

Children Enrolled	Children Saved
Teens Enrolled	Teens Saved
TOTAL ENROLLED	TOTAL SAVED
Workers Present	Other Decisions
	TOTAL DECISIONS

VERSE RECORD SHEET

Day _____

[illegible]

KINDER PROGRAM

A.M. or P.M. Follow the Daily Schedule

Kinder Class Time

- Kinder children will have a separate class while the preaching time is going on.
- Sing, Lesson, Handwork, and Restroom.
- Kinder Class Lesson Plan provided for most VBS Themes.

Store Open for Kindergarten

- Take the Kinder children to spend their Bucks as a class before the others are dismissed.
- Relinquish children to proper authority - DO NOT dismiss Kinder children to wander on their own.

THE CLOSING PROGRAM

PURPOSE The closing program is the "grand finale" of the week and can be held on Friday night or Sunday morning. If you choose to have it on Sunday morning Bro. Geer will not be able to conduct the service. Our schedule is such that we must be at our next meeting the Sunday after each VBS. The purpose of this special time is to present the children with various awards for their achievements. Perhaps the primary reason is to draw in unchurched parents to hear the gospel message.

PROMOTION An invitation to attend "Parent's Night" will be included on the YBS flyer. The children will be encouraged several times during the week to invite their parents to see their program, and there will be letters going home with the children the last two days of YBS. See sample letter on Page 23.

PROGRAM The program is fast-paced, lasting one hour. During this time, the children will sing, quote scripture, etc. The teens can also be involved in several areas. A gospel message will be preached, and the awards given. It is a good time to baptize children who have been saved during the week. Teachers are encouraged to visit the homes of students who have accepted Christ and acquired written permission for the children to be baptized. After the program, it is good to have a refreshment/fellowship time. This will help you as a church to get to know the unchurched parents in an informal setting.

INFORMATION

BIBLE SCHOOL REGISTRATION

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Age _____ Grade in Sept. _____

Home Church _____

Parents Name _____

Invited By _____

Attendance:

S _____ M _____ T _____ W _____ T _____ F _____ S _____

VERSES MEMORIZED

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

A. _____ B. _____ C. _____ D. _____ E. _____ F. _____

G. _____ H. _____ I. _____ J. _____ K. _____ L. _____ M. _____

N. _____ O. _____ P. _____ Q. _____ R. _____ S. _____ T. _____

U. _____ V. _____ W. _____ X. _____ Y. _____ Z. _____

VISITORS BROUGHT

FORMS

COUNTING THE COST

Below is a list of materials needed for your VBS. We have included this breakdown so that you may see the cost of these items. Much time has been spent checking prices so that we may use God's money wisely. Many items can be ordered in quantity to secure a better price. Each church is asked to donate \$200 to help with the cost of the items for their church. If planned for well enough in advance, every church whether large or small should be able to help with this.

Our goal is to be well prepared in advance. In order to accomplish this goal, we must ask that the \$200 be sent in no later than APRIL 1st. We do not have the cash flow to order and purchase the Bibles, printing, trophies etc. without your help. This \$200, as you can see, goes solely for items needed for your VBS.

Remember, communication is the key. We are flexible! If there is a problem, please let us know ahead of time so that we can work something out.

☐ PRINTING

- 1000 Half sheet flyers \$45
Astro bright paper
- Misc. paperwork \$60
Registration Cards
Registration Info. Sheets
Registration Record Sheets
Visitors/Brought By Sheets
Verse Record Sheets
Extra Verse Sheets
Teacher Daily Record Sheets
Teachers' Handbooks
Daily Schedules
2 Letters to Parents
Daily Contest Flyers
Certificates
VBS Handbooks
BUCKS

- Postage and Freight \$10

☐ PROMOTION

- Some Treasure Room (Toys, Goodies, etc.) \$40
(You will need to buy much more for the store yourselves)
- 4 - 8 Trophies (depending on theme) \$30+
Top Overall Boy and Girl
Runner Up Boy and Girl
- 8 KJV Award Bibles \$40
Top child in every grade

☐ PROPS

- We will provide some of the props needed \$50
such as back drops, etc. (This will be discussed
at the Pre-VBS planning meeting)
This is approximately \$275

DEALING WITH CHILDREN

Disciplinary Challenges:

- Most disciplinary problems with children could be avoided. Let's see and manage these potential problems before they happen.
 - Workers should deal with all disciplinary problems. Please do not force the speaker to have to stop and deal with a problem.
 - Children are more apt to do right if the leadership does right.
- Be a right leader!
- Children will go as far as you allow them to venture. Keep the fence in place!
 - Be Kind, Be Loving, Be Firm!!
 - Proverbs 22:6

The Invitation Time:

- Workers come to the front with a Bible, decision slips and pen.
- As children raise their hands, workers go to the children. A man with a boy and a lady with a girl. (It may be necessary for you to deal with more than one child at a time)
- Take them to a quiet, semi-private, predetermined area.
- Deal with the child's spiritual need at the moment: Salvation, Baptism, Assurance, Sin Confession, or Christian Growth. Ask the child, "Why did you raise your hand?"
- Use Scripture! See below for Scriptures dealing with specified areas.
- Use the child's name.
- Pray with him and for him.
- Fill out the decision slip completely and correctly.
- Record the child's name and address for your records.
- Tell him you will visit him. And follow through immediately.
- Return to the auditorium with the child and allow him to be seated with his class.
- Give the decision slip to a previously appointed person as soon as you return to the auditorium.
- Sit with the child if possible.

Scriptures Dealing with:

Salvation	•Rom. 5:12, 3:23, 6:23a, Rev. 21:8, Rom. 6:23b, Rom. 5:8, Jn. 3:16, Rom. 10:9-13, Acts 16:31.
Baptism	•Matthew 28:19-20, Acts 8:12, 2:41, 18:8, Jn. 3:23.
Assurance	•Jn. 10:27-29, Rom. 10:13, I Jn. 5:13, Jn. 1:12.
Sin Confession	•Acts 24:16, I Jn. 1:7-9, Prov. 28:13, Ps. 66:18.
Christian Growth	•I Peter 2:2, Ps. 1:2-3, 119:9-11, Heb. 10:25.

REGISTRATION & VERSE INFO.

• REGISTRATION:

1. Everyone take REGISTRATION CARDS on Saturday when Visiting. (Also invite to church on Sunday and write on card if need a ride, and specify to church and/or VBS).
2. Take Registration and Attendance on Sunday in S.S. or in Children's Church. Every child (church member or not) needs to be registered.
3. Fill out card COMPLETELY.
4. Ask how to spell name CORRECTLY.
5. If child doesn't know all information to fill card out completely and correctly - check with older brother or sister, bus captain, call parent if have phone #, but get information somehow!
6. Have parent sign Parent Line if possible.
7. Verse lines need an approved worker's initials.
8. Attendance lines need a check mark as they attend.
9. Note: Grade in September.

• ATTENDANCE - VISITORS:

1. Car, Bus, or Van workers fill out cards on visitors as possible on the way to church.
2. Take visitors who were not invited by another child, and their cards to Registration Table at arrival.
3. Send ALL children to Registration Table when the vehicle arrives EVERY DAY.
4. ALL children who brought visitors must take their visitors in line with them at the Registration Table to have their info. recorded on CARDS and VISITORS/BROUGHT BY sheet.

• REGISTRATION TABLE:

1. A visitor is anyone 1st grade or older who was personally invited by a child and has not attended VBS this year.
2. A visitor is only a visitor one day.
3. Register all visitors on CARDS and VISITOR'S BROUGHT BY sheet.
4. Check attendance on all children present.
5. Separate cards into grades.
6. Separate cards of each grade into two stacks, absent and present.
7. Write total visitor count on top of VISITORS/B. BY sheet.
8. Write attendance by class, workers present, total attendance and offering count (separate boys and girls) on DAILY TOTALS sheet.
9. Give BUCKS for Attendance (1), and Visitors (10 each) as you check child's attendance each day. Make envelopes for each Kinder, place their Bucks inside and give to Kinder teacher daily.

• VERSES:

1. Teachers and class helpers must be available to listen to verses when the children arrive, during Verse class time and during refreshments and must only listen to their own class recite.
2. Use VERSE RECORD SHEET. Fill out completely.
3. Each day use a new sheet.
4. Extra verses are printed out on a separate sheet for convenience.
5. No helps, word perfect, King James Version only.
6. TEACHERS are to give the child 5 Bucks per verse at the time he recites them. Be sure and mark this off on the sheet.
7. TEACHERS or REGISTRATION workers are to record all info. on back of child's card each day after VBS.
8. Note the difference in typeset of each verse according to grade.