

VBS Sample Planning Schedule (Quick Start Guide for the Vacation Bible School Director)

6 months before VBS

- Establish a VBS planning committee
- Choose a director
- Establish VBS dates and times
- Outline goals for VBS
- Inventory available supplies
- Begin ordering VS materials
- Begin selection of staff
- Create budget

3 months before VBS

- Announce date and time of VBS in church bulletin and list any remaining staff vacancies
- Contact all volunteers to confirm assignments and announce training opportunities
- Plan a volunteer dedication service and training
- Order any remaining supplies
- Plan publicity
- Add a VBS page to your church's website

2 months before VBS

- Finalize the VBS schedule
- Make sure any remaining volunteer spots have been filled
- In the church bulletin, list donated-material needs

6 weeks before VBS

- Begin publicity campaign
- Plan preregistration
- Make room assignments

4 weeks before VBS

- Publicize preregistration
- Organize preregistration booth and materials
- Inventory materials
- Update VBS information on church website
- Prepare a flier to hand out at church
- Contact leaders to check on their preparations
- Make announcements in children's Sabbath school classes
- Make announcements during church service

3 weeks before VBS

- Begin preregistration
- Check registration numbers against materials ordered and order additional materials if necessary
- Encourage children to invite their friends and neighbors to VBS

2 weeks before VBS

- Distribute curriculum to program leaders
- Check with custodian regarding his or her function during VBS
- Have all equipment ready to transfer to VBS locations
- Conduct volunteer training
- Make sure volunteers know the songs
- Check with your church's communication director about writing an article for the conference newsletter, union paper, and local newspaper

1 week before VBS

- Remind children to invite their friends and neighbors
- Conduct volunteer dedication service

During VBS

- Remind staff of closing program preparation
- Invite parents to closing program
- Post group activity photos on church website
- Make sure photographers and videographers **cover all activities**

1 day after VBS

- Conduct a clean-up session
- Registrar collects all registration cards from director and prepares VBS report online at www.childmin.com. Click on " Programs," then select "Vacation **Bible School.**"

1 week after VBS

- Conduct a staff meeting to evaluate the VBS program
- Complete all records
- Make written suggestions for next year's VBS
- Mail VBS report to conference
- Give registration card to the pastor's secretary for filing
- Report on your program to the church – video or slide show
- Collect reusable supplies
- Return borrowed supplies
- Send thank-you notes to volunteers and donors

Incentives that Keep Children Coming Back to VBS

There are lots of reasons children enjoy coming back to VBS: friends, stories, songs, crafts, learning about Jesus, and fun things to do. Some keep coming back because of the incentives offered to motivate attendance. That's okay. By offering them incentives, they will continue to attend and perhaps find what they really need: their Friend, Jesus. Incentives do not have to be gifts. They can also be special activities. Examples include:

- Book from ABC
- Small toys that will remind children of each night's theme
- Coloring book
- T-shirt

Use your imagination!

How to promote VBS

- Set up a VBS page on your church's website
- Write an article for your church's newsletter
- Send a mass announcement to everyone on your church's email list
- Place posters on bulletin board
- Show video announcements
- Print brochures
- Offer preregistration
- Place announcements in your church's bulletin
- Make sure your VBS is listed in the local newspaper
- Display colorful signs outside your church
- Mail postcard to previous attendees
- Make announcements during Sabbath school and church.