Administrative Leadership (Directors & Pastors)

Purpose Statement
This two-hour plan is designed to train and equip directors and pastors to conduct LifeWay’s Submerged VBS.

Resources to Collect
Resources to Collect
- VBS 2016 Administrative Guide for Directors
- VBS 2016 Jump Start Kit
- VBS 2016 Preschool Starter Kit
- VBS 2016 Kids Starter Kit
- VBS 2016 Worship Rally Pack
- VBS 2016 Supersized Backdrop
- VBS 2016 Visual Pack Posters
- VBS 2016 Signpost
- VBS 2016 Rotation Signs

Intro and Welcome
- Name tags
- Captains hat (optional)
- Handout 1
- Handout 2

1. C is for Content
   - Teach the Bible Verse:
     - VBS 2016 Waterproof Case
     - Item 1. Bible Verse Cards
   - Dive into the Bible Content:
     - White paper plates (one per conferee)

2. A is for Articles
   - 28 round circle stickers (all the same color)
   - VBS 2016 Jump Start Kit
   - VBS 2016 Preschool Starter Kit
   - VBS 2016 Kids Starter Kit

3. P is for Plan
   - VBS 2016 Administrative Guide

4. T is for Train
   - 12 Ping Pong Balls
   - Permanent marker
   - 3 buckets
2 pairs of swim fins
2 pairs of binoculars
2 snorkel masks
VBS 2016 ABC Memory Card and The Gospel: God’s Plan for Me

5. A is for Advertise
   ● Item 2. Advertising Ideas
   ● Gift bag
   ● 2 VBS 2016 Glow Fish
   ● Permanent marker

6. I is for Individuals
   ● No resources needed

7. N is for Next
   ● VBS 2016 Takin’ It Home CD
   ● VBS 2016 Music for Kids CD
   ● VBS 2016 Music for Preschoolers CD
   ● LifeWay’s Submerged App
   ● VBS 2016 Submerged Parent Guide
   ● VBS 2016 Backyard Kids Club
   ● VBS 2016 Administrative Guide CD

8. Debrief and Dismiss
   ● No resources needed

Resources to Prepare

Intro and Welcome
   ● Place a name tag and white paper plate in each chair.

1. C is for Content
   ● Cut apart the Bible Verse Cards (Item 1).
   ● Fold each card and place all 5 in one VBS 2016 Waterproof Case.

2. A is for Articles
   ● Number the stickers from 1 to 28.
   ● Remove the following items from each Kit and place the assigned number sticker on each one:
     o Jump Start Kit
       ■ Administrative Guide (1)
       ■ Decorating Made Easy (27)
       ■ Music for Kids CD (8)
• Director’s Floating Key Chain (24)
• Director’s Waterproof Case (14)
• Jump Start Poster (15)
• Takin’ It Home CD (12)
• Catalog (19)
• Promotional DVD (22)

- Preschool Starter Kit
  • Babies-2s Leader Guide and Leader Pack (2)
  • Preschool Keepsake Book (9)
  • 3s-Pre-K Leader Guide and Leader Pack (11)
  • Dive Kit: 3s-K (25)
  • 3-Kindergarten Rotation Pack (4)
  • Dive Tags (17)
  • Kids Wrap (21)
  • Theme Stickers (26)
  • Foam Shapes (5)

- Kids Starter Kit
  • Grades 1-2 Leader Guide and Leader Pack (3)
  • Grades 3-4 Leader Guide and Leader Pack (6)
  • Preteen Leader Guide and Leader Pack (28)
  • Missions Rotation Leader Guide (7)
  • Crafts Rotation Leader Guide (16)
  • Recreation Rotation Leader Cards (18)
  • Snack Rotation Recipe Cards (20)
  • Music Rotation Leader Guide (23)
  • Dive Kit: Grades 1-6 (10)
  • Craft Pack Samples (13)

  • Place all numbered 28 items propped on the floor along the walls of the room.

3. P is for Plan
   • No preparation needed.

4. T is for Train
   • Print one word on each Ping Pong ball. Make two sets:
     - Pray
     - Plan
     - Share
     - Ask
     - Train
     - Appreciate
   • Place all 12 Ping Pong balls in one bucket.

5. A is for Advertise
   • Cut apart Item 2. Advertising Ideas. Place them in the gift bag.
Print one word on each *VBS 2016 Glow Fish*
  - Church
  - Community

6. I is for Individuals
   - No preparation needed.

7. N is for Next
   - No preparation needed.

8. Debrief and Dismiss
   - No preparation needed.

**Resources to Copy**
- Handout #1 (one per conferee)
- Handout #2 (one per conferee)

**Focal Wall Description**
- Place a *VBS 2016 Supersized Backdrop* on the focal wall.
- Hang the *VBS 2016 Visual Pack* posters around the room.

**Room Setup Description**
- Arrange the chairs in a semi-circle.
- Place copies of the handouts in each chair.
- Cover display tables with *VBS 2016 Tablecloths*. Set out elements from the *VBS Submerged Jump Start Kit, Preschool Starter Kit, and Kids Starter Kit*.

**Decoration Suggestions**
- The conference room should resemble a submarine.
- Decorate the room using a variety of resources available including Quick Scene Decoration Punch-outs, Wall Art, and Floor Prints.

**Audio Visual Needs**
- CD Player
- DVD Player and Monitor/Projector

**Teaching Steps**
Intro and Welcome (10 minutes)
- Play footage and music from Worship Rally DVD.
- Greet conferees at the door and welcome them to Submerged. Ask each conferee to find a seat in the sub. Guide them to fill out a nametag.
- Introduce yourself and summarize the purpose of the conference.
● Lead the conferees in prayer, asking God to help you learn how to teach kids to dive in and discover the truth below the surface through this year’s VBS.
● Say: “Prepare to embark on an adventure like no other, scouring the mysterious fathoms of the deep sea. Thrilling discoveries await just beyond the portholes of your submarine—beautiful coral; stunning marine life in vivid colors; and dark, unfamiliar sea creatures—sights reserved for only the most adventurous explorers brave enough to dive deep. Things look very different once you get below the surface—and that’s true for life above the surface, too.”
● Put on the Captain’s hat (optional) and comment: “The captain of the submarine is the commanding officer. The person in charge. The person steering the sub. Or, as we like to call it, the VBS Director.”
● Explain to conferees that the captain’s job is to lead the First Mates (teachers), Crew (assistants), and Submariners (kids) on a safe voyage.
● Share that conferees will learn the Captain’s responsibilities and duties as you look at each letter in the word CAPTAIN.
● Share: “It’s time to dive in and learn the responsibilities of a CAPTAIN.”

1. C is for Content (20 minutes)
● Say: “The first thing a Captain needs to understand is the Bible Content. Let’s take a look at this year’s content.”
● Teach the Bible Verse:
  ○ Comment: “The kids will have one focus passage to memorize from Psalm 139:23-24.”
  ○ Invite five volunteers to stand at the front. Guide them to take one Bible Verse Bubble (Item 1) from the VBS 2016 Waterproof Case (005771969).  
  ○ Say: “When divers are deep underwater they must use hand signals to communicate. Let’s learn our Bible verse and a hand signal for each phrase.”
  ○ Say the verse and ask each volunteer to perform the motion on each card for their portion of the verse.
    ■ 1. Search me, God, and know my heart; (place hands on eyes like binoculars on “search”)
    ■ 2. test me and know my concerns. (point to side of head on “know”)
    ■ 3. See if there is any offensive way in me; (cross arms in front of you like an X on “offensive”)
    ■ 4. lead me in the everlasting way. (hold hands out with palms facing each other; move them forward signifying a path on “lead”)
    ■ 5. Psalm 139:23-24 (pretend to hold a Bible)
  ○ Point to the verse from the VBS 2016 Visual Pack and lead conferees to say the verse and do the motions with you: “Search me, God, and know my heart; test me and know my concerns. See if there is any offensive way in me; lead me in the everlasting way. Psalm 139:23-24” (HCSB)

● Say the Motto:
  ○ Lead conferees to repeat the motto:
- Point to the motto from the *VBS 2016 Visual Pack* and invite conferees to say the motto with you:
  - “Jesus Sees, Jesus Knows, Jesus Saves.”

- **Dive into the Bible Content**
  - Say: “As kids are submerged in God’s Word, they will discover that Jesus saw people differently. He didn’t see just what was on the outside; He saw people for who they were on the inside ... down deep. As kids learn to see themselves and others as Jesus sees them, they can realize that everyone needs a Savior—even those who look like they have it all together. They will discover that a relationship with Jesus Christ changes everything!”
  - Invite conferees to play “Illustrate the Bubble.”
  - Guide each conferee to put a bubble or white paper plate upside down on the top of their head. Guide them to hold the edge of the plate with one hand and draw on the plate with the other hand:
    - Draw a line for the ground.
    - Draw a tree trunk.
    - Draw the top of the tree.
    - Draw a bucket on the ground on one side of the tree.
    - Draw a moon in the sky.
    - Draw a stick figure child on the other side of the tree.
    - Draw eyes and a mouth on the child.
  - Allow conferees to look at the drawings on their plates.
  - Explain how each drawing represents each day’s Bible story. Share the Life Point for each day as well.
    - Tree: Day 1 - Jesus Saw Zacchaeus. Jesus knows who I really am.
    - Bucket: Day 2 - Jesus Saw the Woman at the Well. Jesus knows my worth.
    - Moon: Day 3 - Jesus Saw Nicodemus (at night). Jesus knows I need a Savior.
    - Eyes: Day 4 - Jesus Saw the Blind Man. Jesus knows my purpose.
    - Child: Day 5 - Jesus Saw the Children. Jesus loves and accepts me.

- Comment that each day Submariners will dive in at The Helm or the Worship Rally. Kids will have the Bible study at the Observation Station. Conclude that kids will visit the Deep Sea Rotations:
  - Deep Sea Crafts
  - Deep Sea Music
  - Deep Sea Recreation
  - Deep Sea Snacks
  - Deep Sea Missions
    - Say: “Through videos and activities kids will learn about the Dye family who started a church in Atlanta, Georgia, and follow along with DJ and his mom as they visit his aunt and uncle in South Asia.”
    - Explain that kids will also have the opportunity to participate in a hands-on
mission project making “Tide You Over Bags.”

2. A is for Articles (25 minutes)
   - Say: “Captains, the next step is understanding the Articles you need for Submerged.”
   - Show conferees the empty Jump Start Kit bag, Preschool Starter Kit box, and Kids Starter Kit box.
   - Ask conferees to find a numbered item around the room and place the item in the correct container.
   - Ask one conferee to stand at each container and check to see if the items are correct.
   - Show each item and explain the contents:
     - Jump Start Kit ($34.99) Items 1, 8, 12, 14, 15, 19, 22, 24, 27 (could also have 10)
       - Administrative Guide
       - Decorating Made Easy
       - Dive Kit (Grades 1-6)
       - Music for Kids CD
       - Director’s Floating Key Chain
       - Director’s Waterproof Case
       - Jump Start Poster
       - Takin’ It Home CD
       - Catalog
       - Promotional DVD
     - Preschool Starter Kit ($99.99) Items 2, 4, 9, 11, 25 (could also have 5, 17, 21, 26)
       - Babies-2s Leader Guide and Babies-2s Leader Pack
       - One Preschool Keepsake Book
       - 3s-Pre-K Leader Guide and 3s-Pre-K Leader Pack
       - Dive Kit: 3s-K
       - Kindergarten Leader Guide and Kindergarten Leader Pack
       - Dive Kit: 3s-K
       - 3s-Kindergarten Rotation Pack
       - Missions
       - Music
       - Crafts with Craft Pack Samples
       - Recreation
       - Dive Tags
       - Kids Wrap
       - Theme Stickers
       - Foam Shapes
     - Kids Starter Kit ($99.99) Items 3, 6, 7, 10, 13, 16, 18, 20, 23, 28 (could also have 5, 17, 21, 26)
       - Grades 1-2 Leader Guide, Leader Pack, and Dive Kit: Grades 1-6
       - Grades 3-4 Leader Guide, Leader Pack, and Dive Kit: Grades 1-6
       - Preteen Leader Guide, Leader Pack, and Dive Kit: Grades 1-6
       - Rotations
3. P is for Plan (25 minutes)
   ● Comment: “The next step is to Plan.”
   ● Show conferees the Administrative Guide and explain that it is a great source for planning.
   ● Say: “One of the first things to plan is the calendar. There are several important and key dates that should be set early in the process.”
     ○ Prayerwalk
     ○ Training Dates
     ○ Kickoff/Registration Event
     ○ Prep Day
     ○ Celebration Event
   ● Encourage conferees to participate in the National Day of Prayer - May 15, 2016
   ● Share other steps of planning:
     ○ Setting a budget - Determine costs of curriculum, supplies, crafts, music, missions, recreation, snacks, promotion, worship rally, and so forth
     ○ Choosing a format - What ages will you include? How many hours & how many days will you meet?
     ○ Setting a schedule - When selecting a schedule for VBS, remember the most important element is Bible Study.
     ○ Rotations - What rotation options fit your church? How will they be handled?

4. T is for Train (10 minutes)
   ● Say: “A captain is in charge of the sub. One of the responsibilities is to enlist and train
the crew. The same is true for you. Before VBS even starts, it is important that you follow the protocol and correct steps for enlistment and training. Let’s discover those steps."

- Invite two volunteers to stand at the front. Place the other two buckets approximately 10 feet away from the front. Assign one volunteer to each bucket.
- Guide each volunteer to put on a pair of swim fins on their feet and hold a pair of binoculars in one hand.
- Instruct each volunteer to use the snorkel mask to scoop up one ping pong ball from the bucket. Ask him to carry the ball down to his designated bucket.
- Guide volunteers not to choose two balls that say the same word. Each bucket should contain six unique words at the end of the relay.
- Ask one-half of the room to cheer for one of the volunteers and the other one to cheer for the other one.
  - 1. Pray: Start with prayer. Remember God knows what you need before you need it, and He will provide for all your needs.
  - 2. Plan: Plan to begin enlistment 4-6 months before VBS. Know how many volunteers you need and dates and times you will need the volunteers to serve.
    - Lead Teachers
    - Assistant Teachers
    - Music
    - Missions
    - Recreation
    - Crafts
    - Prayer
    - Promotion
    - Telephone
    - Snack
    - Records/Registration
    - Worship
    - Technology
    - Connection
    - Security
  - 3. Share: Explain leader qualifications as they pertain to your church, such as church membership, background checks, and so forth. Share your church’s goals and purpose for VBS.
  - 4. Ask: Ask potential volunteers individually. Group appeals rarely gain results. Seek out the men in the church and offer them opportunities to serve.
  - 5. Train: Equip and train your volunteers for success. Encourage volunteers to attend any associational training provided in your area.
    - Explain: “Part of training your volunteers is equipping them to share the gospel. Set up training devoted to equipping your leaders to follow-up and continue the connection made during VBS.”
    - Show the VBS 2016 ABC Memory Card and The Gospel: God’s Plan for Me witnessing booklet. Explain how a gospel presentation will be an
option for teachers to use each day.

- God Rules
- We Sinned
- God Provided
- Jesus Gives
- We Respond
  - Admit
  - Believe
  - Confess

- 6. Appreciate: Show support and appreciation to your volunteers. See the CD for specific leader appreciation suggestions.
  - Comment: “Encourage those whom you enlist to visit the Submerged website to familiarize themselves with the content.

5. A is for Advertise (20 minutes)
  - Comment: “Good captains tell people about their program. As VBS Directors, we can lead the charge to advertise our VBS. It is our job to reach out to as many people as we can and invite them to dive in. We want kids, teenagers, and adults to come aboard and find truth below the surface.”
  - Ask two volunteers to stand at the front. Guide them to each wear a VBS 2016 Glow Fish (005770259) on the end of their fingers like a yo-yo.
  - Explain there are two main places to promote VBS – at your church and in the community.
  - Guide a conferee to choose a card from the gift bag and read it aloud.
  - Ask the volunteer to light up their fish if they think the advertising is for their area.
  - Discuss each idea:
    - Use bulletin inserts, promotional videos, and promotional skits. (Church)
    - Invite church members to hang door hangers on doors in the neighborhood surrounding your church. (Community)
    - Decorate your trunk at Halloween for Trunk or Treat with the next year’s VBS theme. (Both)
    - Invite kids to wear their old VBS t-shirts on the last day of school and hand out invitations to their friends for the the upcoming VBS. (Community)
    - Send out Save the Date VBS Invitation Valentines in February using the I (Heart) VBS logo. (Both)
    - Set a scavenger hunt around your church for kids to find clues regarding Submerged or add a clue each week prior to the start of VBS. (Church)
    - Set up a dunk tank at a community event or park. Ask staff to take turns being “Submerged.” Distribute VBS brochures. (Community)
    - Serve sub sandwiches at Wednesday night dinner and provide I heart VBS aprons to kitchen ministry. (Church)
    - Make announcements on social media. (Both)
    - Display the promotional banner in high traffic areas outside your church.
(Community)
○ Make an estimation jar full of Swedish Fish® or other sea creature candy for kids to guess the total number. Place the jar in the children’s area main entrance. Allow the winner to perform a special task at the first day of VBS. (Church)
○ Distribute water bottles at local baseball games. Place stickers with VBS dates and information on each bottle. (Community)

- Share how the LifeWay VBS website has an opportunity for churches to promote and publicize their specific VBS for free:
  ○ lifeway.com/vbs
  ○ Events
  ○ List a VBS
- Comment that many people go on the website to find a VBS in their town. Churches should use the opportunity for the free publicity.

6. I is for Individuals (10 minutes)
- Comment: “VBS is about people. I is for Individuals. Each individual matters and registering each individual child is an important step in VBS. Pre-registration helps families fully dive into the first day of VBS.”
- Explain the components of KidEvent Pro
  ○ Helps you manage departments, class rolls, rotation schedules, and personal information for each one of your volunteers and participants.
  ○ Information may be imported from year to year (or event to event).
  ○ KidEvent Pro $39.99 for annual subscription
    ■ unlimited number of events each year
  ○ KidEvent Lite $29.99 for annual subscription
    ■ one event each year
- Remind conferees to check registration information on every form to ensure the correct information is gathered.
- Point out Kickoff Event ideas in the Administrative Guide on page 49.

7. N is for Next (15 minutes)
- Say: “Before VBS even starts we should have a plan for what happens after VBS. What is next? N is for Next. After VBS we want to continue to connect with kids, families, and the community.”
- Ask: “What does ‘connected’ mean to you? Does it mean you want to see the families and kids who joined you for VBS in the pews/chairs on Sunday morning, or does it mean you want to see them involved in the work and ministry of your church?”
- Guide conferees to think about their own individual church.
- Ask them to consider:
  ○ the typical family that currently attends their church
  ○ the typical family that has visited their church recently
- Ask conferees to describe their church in 10 words or less.
FILE 1 LIFEWAY’S VBS16 SUBMERGED ADMINISTRATIVE LEADERSHIP

- urban/rural (or suburban)
- new/established
- younger members/older members (or both)
- contemporary/traditional (or both)
- Allow several conferees to share their answers.
- “A grace-based community of Christ followers.” OR “A suburban grace-based community of young and old Christ followers.”

- Encourage conferees to name things their church currently offers families.
  - Bible study
  - Corporate worship
  - Children’s church
  - Annual events
- Say: “These steps will help you understand how to help families connect. Some may need to connect with Jesus. Some may need to connect with a class. Some may need to connect over coffee.”
  - Social Connections
  - Spiritual Connections
  - Personal Connections

- Who can attend? What can they attend? When can they attend? Where can they attend? How can they connect?
- Encourage conferees to not copy another church’s methods. Guide them to look closely at where they are as a church and who God has placed in their path.
- Talk about the VBS resources available to help make the family connection:
  - **VBS 2016 Takin’ It Home CD**
    - Audio CD for families to encourage them to share a time of discovery and fun while engaging in spiritual conversations.
    - The CD is included in the VBS Jump Start Kit. It is available to duplicate and make as many copies as you need.
    - Play the first segment from the CD.
    - Give each family their own copy as they leave and encourage them to play it as soon as they get into their cars.
    - Duplication Options:
      - Download the master CD to your computer and burn the files to the number of CDs needed.
      - Visit [www.lifeway.com/vbs](http://www.lifeway.com/vbs) to order the number of Cds needed, or have CDs customized with your church’s information.
      - Search online sites for duplication services
      - Check with your local office supply stores to see if they provide duplication services.
  - **VBS 2016 Music for Kids CD**
    - Theme song
    - Each daily song
  - **VBS 2016 Music for Preschoolers CD**
    - Nine songs learned at Submerged
LifeWay's VBS Family App
- Download LifeWay's VBS Family App from the iTunes App Store.
- VBS 2016 Bible content
- Games
- Five family devotions
- VBS songs
- Choreography
- Videos

VBS 2016 Parent Guides
- Five daily devotions
- Fun activities
- ABCs of Becoming a Christian

Backyard Kids Club

Highlight the “Continue the Connection” part of the VBS 2016 Administrative Guide Enhanced CD. Encourage conferees to familiarize themselves with the contents of the CD. Emphasize the “Connect in One Hour” suggestion as a way to include many people from your church to participate in the next steps after VBS.

Connect in One Hour
- Saturday phone calls
- Sunday letter blitz
- Monday/Tuesday doorstep visits

8. Debrief and Dismiss (10 minutes)
- Say: “As we prepare to end the conference today, let’s spend a few minutes talking about a vital part of VBS, which is prayer. Let’s spend the remaining time praying for each other.”
- Place the conferees into two groups: those who have directed VBS less than three years and those who have directed more than three years. (Adjust the number of years as needed to divide the conferees as equally as possible.)
  - Ask conferees to raise their hand if they have directed VBS less than three years.
  - Guide a conferee who has not raised his hand (he has directed VBS more than three years) to partner up with someone who has his hand raised.
- Invite the partners to share their description of their church in 10 words or less. Encourage them to exchange names and to share one prayer request for their VBS.
- Ask the conferees to return to their seat.
- Lead conferees to pray for their new friend throughout the year as he/she leads the submarine as a Captain at VBS.
- Say: “I hope you have enjoyed your training at Submerged and you have learned some new things about how to make your own VBS a success this year.”
- Thank the Captains for attending.
- Close the conference in prayer.
Administrative Leadership
(Directors & Pastors)

is for ____________________________________________________

Day 1

Day 2

Day 3

Day 4

Day 5

is for ____________________________________________________

is for ____________________________________________________

Handout 1
Search me, God, and know my heart;
(Place hands on eyes like binoculars on "search")

Test me and know my concerns.
(Point to side of head on "know")

See if there is any offensive way in me;
(Cross arms in front of you like an X on "offensive")
lead me in the everlasting way.

(hold hands out with palms facing each other; move them forward signifying a path on “lead”)

Psalm 139:23-24

(place hands in front of you as if holding a Bible)

Item 1. Bible Verse Cards
Use bulletin inserts, promotional videos, and promotional skits.

Invite church members to hang door hangers on doors in the neighborhood surrounding your church.

Decorate your trunk for Trunk or Treat with the next summer’s VBS theme.

Encourage kids to wear their old VBS t-shirts on the last day of school and hand out VBS invitations.
Send out Save the Date Valentines in February with the “I Heart VBS” logo.

Set a scavenger hunt around your church for kids to find clues regarding Submerged.

Set up a dunk tank at a community event or park. Ask the staff to take turns being “Submerged.”

Serve sub sandwiches at Wednesday night dinner and provide “I Heart VBS” aprons for the servers.

Item 2. Advertising Ideas
Display the promotional banner in high traffic areas outside your church.

Make announcements on social media.

Make an estimation jar full of Swedish Fish® for kids to guess the total number. Place the jar in a main entrance.

Distribute water bottles at local baseball games. Place VBS invitation stickers on each bottle.

Item 2. Advertising Ideas