

Experienced Administrative Leadership (Directors & Pastors)

Purpose Statement

This 45-minute plan is designed to train and equip experienced directors and pastors to conduct LifeWay's *Submerged* VBS.

Resources to Collect

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- *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*
- Name tags
- Captains hat (optional)
- White paper plate (one per conferee)
- Handout 1

Resources to Prepare

- Place a name tag and paper plate in each chair.

Resources to Copy

- Handout #1 (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 (5 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 (5 minutes)

- Say: "The first thing a Captain needs to understand is the Bible Content. Let's take a look at this year's content."
- 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.
 - Invite conferees to share thoughts and ideas on the Bible content.

2. A is for Articles (5 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.
- Invite conferees to share thoughts on the articles and other curriculum.

3. P is for Plan (5 minutes)

- Comment: "The next step is to Plan."
 - Show conferees the Administrative Guide and explain that it is a great source for planning.
- Invite conferees to share thoughts on planning.

4. T is for Train (5 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."
- Invite conferees to share thoughts on training.

5. A is for Advertise (5 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."
- Invite conferees to share thoughts on advertising, promotion, and publicity.

6. I is for Individuals (5 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.”

- Invite conferees to share thoughts on registration and kickoff events.

7. N is for Next (5 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:
 - Who attends?
 - Who can attend?
 - What can they attend?
 - When can they attend?
 - Where can they attend?
 - How can they connect?
- Invite conferees to share thoughts on other connection ideas.

8. Debrief and Dismiss (5 minutes)

- Encourage conferees to find a partner they do not know.
- Ask them to exchange names and dates of VBS.
- 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.



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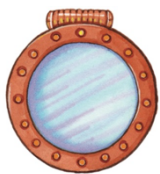
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Experienced Directors Handout

