

## **New Administrative Leadership (Directors & Pastors)**

### **Purpose Statement**

This 45-minute plan is designed to train and equip new 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)
- *VBS 2016 ABC Memory Card* and *The Gospel: God's Plan for Me*

### **Resources to Prepare**

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

### **Resources to Copy**

- Handout #1 (one per conferee)

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- 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."
- Teach the Bible Verse:

- Comment: “The kids will have one focus passage to memorize from Psalm 139:23-24.”
- 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.

## 2. A is for Articles (5 minutes)

- Say: “Captains, the next step is understanding the Articles you need for Submerged.”
- Show and discuss the items from the Jump Start Kit, Preschool Starter Kit, and Kids

#### Starter Kit.

- Discuss other curriculum items:
  - Special Needs Curriculum
  - Student Curriculum
  - Adult Curriculum
  - Spanish Starter Kit (See page 54 in catalog for contents)
  - Worship Rally Pack
    - Worship Rally Guide
    - Worship Rally DVD Set
    - Worship Rally CD Set
    - One Worship Rally Booklet

#### 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.
- 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 (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. Before VBS even starts, it is important that you follow the protocol and correct steps for enlistment and training. Let's discover those steps."
- Discuss the steps:
  - 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 (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.”

- Discuss ideas:
  - 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)

#### 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.”
- 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 (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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WHO?

WHAT?

WHEN?

WHERE?

HOW?