

File 1 Administrative Leadership

Purpose Statement

This two-hour teaching plan is designed to provide trainers fun, interactive, and organizational tools to equip and train VBS Directors for LifeWay's VBS 2017 Galactic Starveyors.

Resources to Collect, Prepare, & Copy

Resources to Collect

- VBS 2017 Logo Stickers (prayer experience posters)
- Sticky Notes
- Two bags of Starburst (One bag of original flavors and one bag of tropical or FaveReds). These are for dividing your large group into smaller ones, and for demonstrating Leader Appreciation from Administrative Guide CD-ROM
- One package of pencils (use with Star Topper and Administrative Guide CD-ROM, Leader_Appreciation)
- 1 Milky Way Candy Bar (use with Administrative Guide CD-ROM, Leader_Appreciation)
- 1 Pack of Eclipse Gum (use with Administrative Guide CD-ROM, Leader_Appreciation)
- VBS 2017 Notepad (use with Administrative Guide CD-ROM, Leader_Appreciation)
- Package of 12X12 Yellow Scrapbook paper, preferably with stars on it (Making a VBS Dream Board) (yellow construction paper or card stock could also be used)
- Glue sticks
- Black Sharpies
- Bible Study Discovery Stations Supplies
 - Dark blue or black plastic table cloths (5, one for each day)
 - Day 1- Party Pack of Playdoh
 - Day 2- Dry erase markers, black sharpies, and Laminated Creation Picture Cards
 - Day 3- Blue, Brown, Yellow and Green Ink Pad, One package white card stock (cut into fourths), black pens or sharpie
 - White Crayons or white wax birthday candles, Watercolor paints, 1 set per 5 participants, Leftover white card stock cut into hearts
 - Jumbo Cotton balls, Black construction paper, Package of small Googly Eyes, Package of Black pipe cleaners (chenille stems), School Glue, Sheep face template (included in packet, is very small to fit on cotton ball), A few pairs of scissors
 - Find a picture of the creation story online, you'll need up to 10 copies. If possible laminate for the activity to discover Day 2.
- Ziploc Bags, 1 per participant
- Resources for Optional Prayer Experience (File 1D)
 - Glow stars, Heart Stickers, Atomic Fireball Candy (individually packaged), 1 box of nails, arrow sticker or post-it notes, Bottle of oil (vegetable or olive), and a small bowl to put it in.

Optional Resources to Collect

- VBS 2017 Jump Start Kit (focal table)
- VBS 2017 Super Duper Sized Backdrop (focal wall)
- VBS 2017 Visual Pack (other walls)
- VBS 2017 Tablecloth (focal table)
- VBS 2017 Giant Inflatable Solar System (ceiling)
- VBS 2017 Inflatable Star Set (ceiling)
- VBS 2017 Note cards (focal table, write a few thank you notes for examples)
- VBS 2017 Star Pencil Toppers (focal table, use with pencils and card from Administrative Guide CD-ROM, Leader_Appreciation)
- *VBS 2017 Kids Gospel Guide* (focal table and discussion)
- *VBS 2017 Devotional Bible for Kids* (focal table and discussion)

- *The Gospel: God's Plan for Me* (focal table and discussion)
- *Leading a Child to Christ Training Pack* (focal table and discussion)
- *I'm a Christian Now!* (focal table and discussion)
- *I'm a Christian Now What!* Volume 1 and 2 (focal table and discussion)

Resources to Copy and Prepare

- Print & make a folder or binder of all items from the Administrative Guide CD-ROM (This will allow you to give a visual reference to these items as you go through the two hour training without taking time to look up and show each one on a screen) Organize it so that it is divided with tabs for each section, i.e. Clip art, Continue Connection, Director Helps, etc.
- Copy and cut the Bible story cards (File 1C), five for each participant
- Copy, Cut and Laminate the Creation Story Pictures (File 1E) (Make enough for 1/5 of your group)
- Cut 3-4in hearts from White Cardstock (Make enough for 1/5 of your group, if you have access to a die-cut machine, this is a great way to cut these)
- Cut white cardstock rectangles (1 sheet will make 4) (Make enough for 1/5 of your group)
- Cut black pipe cleaners in fourths (1/5 of participants will need two each)
- Print Prayer Experience Posters (File 1D) (I like 11X17 paper and add VBS 2017 Logo Stickers to help tie together)
- Category Posters (File 1A) for focal wall (Everything, Purpose & Theme, Big Picture Planning, Recruiting and Training Leaders, Getting the word out, Organizing kids, Follow up)

Focal Wall Description

Hang the Super Duper Sized backdrop across the wall (at least part of it)

Place one table with tablecloth and display items from Jump Start kit, along with items to be use during training Use a screen or leave wall space to project Powerpoint from Administrative Guide CD-ROM, Child_Admin_HD PPT

Room Setup Description

- Set up chairs in semi-circle, rows if needed, leaving enough space to move around the room.
- Place "Category Signs" (File 1A) on the Focal Wall.
- Hang VBS 2017 Visual Pack posters on walls, being intentional about the posters for each Bible story having space underneath for an activity. Place one dark blue or black plastic table cloth under each poster. We will use these to discover each day's Bible study.
 - On the table cloth under Day 1 poster (Visual Pack), place Party Pack of playdough with Day 1 Bible Study Instruction Card (File 1B)
 - On the table cloth under Day 2 poster, place the laminated Creation Cards, several Sharpie markers, several dry erase markers, and Day 2 Bible Study Instruction Card
 - On the table cloth under Day 3 poster, place the card stock rectangles, blue, brown, yellow and green ink pads, a few black Sharpie markers, and Day 3 Bible Story Instruction Card
 - On the table cloth under Day 4 poster, place white crayons or white birthday candles, white card stock hearts, a cup of water, watercolor paints, and Day 4 Bible Story Instruction Card
 - On table cloth under Day 5 poster, place jumbo cotton balls, black construction paper, scissors, black pipe cleaners, school glue, sheep face pattern, googly eyes, and Day 5 Bible Study Instruction Card
- Under each chair, place 1 sheet of 12X12 scrapbook paper, 5 Bible Study cards, 1 Glue stick (this can be every other seat...they can be shared)
- At the end of each row, place a black Sharpie
- Place one Starburst and one sticky note on each seat. Use only five colors of Starburst as this will be how you divide participants into five groups to discover the Bible study for each day.
- Place items for Optional Prayer Experience (File 1D) on one end of the focal table with the posters.

Decoration Suggestions

No matter your budget, you can be creative, some of which are not expensive to create...*Decorating Made Easy* and DVD-ROM has great ideas. Here are several additional ideas...

- Make a partial clubhouse (two walls) with a one dimensional telescope for the corner of your room to give directors ideas, use donated cardboard from a local home store, or grocery store and paint wood grain. Piece it together like kids have built it.
- Create a few shadow trees and scrubs, these can also be made out of cardboard and paint
- Purchase battery operated touch lights, place star stickers on them and paint over stars and light dome with black paint, once dry. Remove stickers and turn on to create star effect on walls and ceiling.

Audio Visual Needs

- Projector
- Video Screen

Teaching Steps

1. Welcome (5 minutes)

As participants arrive, have each one find a seat. Ask the people at the end of each row to draw a large star on their 12X12 paper and then pass Sharpie down the row so that everyone can do the same. Introduce yourself and your favorite part of VBS...allow a few others to do the same. Ask everyone to get out their sticky note and a pen. Say: Many of you have been here before. Other than discovering the theme this year, write one thing you hope to have gained here today? Ask everyone to place their sticky notes in one of the categories (File 1A) on the focal wall. (Each category relates to the Planning Steps for a VBS director. Attempt to address as many sticky note statements as possible by the end of the session.

2. Section 1: Step 1 - Know Your Purpose and Theme (25-30 Minutes)

- a. Call attention to the posters with the VBS Scripture, Motto (both from Visual Pack and the Administrative Guide CD-ROM), as well as the Christ Connection and Terminology. Lead everyone in saying the Scripture and Motto aloud. Ask participants to write the scripture and motto at the bottom of their 12X12 paper.
- b. Now it's time to discover the Bible Study! (File 1B) Explain that each person will complete a task to learn what one day of VBS is like, their group will then share about that day. Give groups 10-12 minutes to complete their tasks. Ask everyone to hold up their Starburst. Ask one color to go to Day 1 and follow the directions, followed by the second color to Day 2, and so forth.
- c. After groups have finished ask participants to return to original seats. Ask everyone to get out their 12X12 piece of paper. Label each point of the star 1-5. Further explain that this will become their dream board for VBS as God reveals all of the parts and pieces for His incredible week. The star has 5 points and there are 5 days of Bible Study for VBS. There are 6 inner parts of the star and there are 6 steps to planning VBS. This is a perfect template for organizing our thoughts for planning this year's VBS.
- d. Instruct participants to listen to each group then draw a picture beside the appropriate star point that will remind them of the story (examples are in File 1E). Beside the drawing, use the Bible story cards (you should have 5) to make notes about each day (Bible story, Scripture reference, point, any other notes about each day). Use the glue stick to attach each card by the corresponding pictures on your 12X12 paper. As we continue through the session, use the six middle parts of your star to make notes about the six steps we will discuss for planning VBS. As we finish, you will have all of your notes in one place to hang on your wall as a reminder of what God is teaching you and you.
- e. Sharing the Gospel
Ask: Who in your VBS will share the gospel? How will you train them to share the gospel?

If available, share information about the following evangelistic resources:

- i. VBS 2017 Kids Gospel Guide

- ii. VBS 2017 Devotional Bible for Kids
- iii. The Gospel: God's Plan for Me
- iv. Leading a Child to Christ Training Pack
- v. I'm a Christian Now!
- vi. I'm a Christian Now What! Volume 1 and 2

3. Section 2: Steps 2-5 (1 Hour)

- a. Step 2 – Start Planning
 - i. Display the *Administrative Guide for Directors* and explain sections such as: Planning Calendar: Teams Needed, Dates, Budget, Schedule, Curriculum Order, Youth and Adults, Special Friends
- b. Step 3 – Enlist and Train Your Leaders
 - i. Ask: What are your needs? What are your student-leader ratios?
 - ii. Discuss 6 Step for Successful Enlistment (Pray, Plan, Share, Ask, Train, Appreciate) p.31 Administrative Guide
 - iii. Overview training from pages 32-33 of the Administrative Guide. Discuss other ways to train leaders including youth who will be assuming leadership roles.
- c. Step 4 – Promote and Publicize
Cover the following points:
 - i. Enlist a team
 - ii. Church vs. Community Promotion
 - iii. Calendar
 - iv. Share ideas
- d. Step 5 – Registration
Cover the following points:
 - i. Enlist a team
 - ii. Pre-Enrollment – at church, host an event, host a Kick-off, share ideas
 - iii. Registration at VBS
 - iv. Kid Event Pro

4. Section 3: Step 6 – Continue the Connection (15-20 minutes)

Cover the following points:

- a. What would your ultimate goal be for families who attend VBS? Who are you as a church? Where do families connect? Social, Spiritual, Personal, Through VBS
- b. Backyard Kids Club p. 52 Administrative guide
- c. VBS Celebrations – Ideas
- d. Connect in One Hour on Administrative Guide CD-ROM

5. Section 4: Prayer (15-20 minutes)

- a. Ask your entire church to be a part of this team...Nothing happens outside of prayer!
- b. Use the calendar on p.56 Administrative Guide, prayer bookmarks, wall of prayer, prayer walk, other ideas
- c. National Day of Prayer for VBS – May 21, 2017
- d. Optional Prayer Experience (File 1D) – Self-guided – with soft music playing
- e. Dismiss