VBS 2018 DIRECTOR’S BASE CONFERENCE PLAN (2 HOURS)

Purpose Statement
This two-hour teaching plan is designed to train and equip VBS directors and pastors to conduct Lifeway’s 2018 Game On!™ VBS.

Needed Resources
- VBS 2018 Administrative Guide (5 copies)
- VBS 2018 Jump Start Kit
- VBS 2018 Preschool Starter Kit
- VBS 2018 Kids Starter Kit
- Leading a Child to Christ
- VBS 2018 Kids Gospel Guide (1 per conferee)
- The Gospel: God’s Plan for Me
- Game On! Devotions: 100 Devotions to Gear Up for Life’s Big Game
- VBS 2018 Parent Guide
- 5 VBS 2018 Jersey Backpack or colored drawstring backpacks (1 for each team) — Place an Administrative Guide in each bag.
- 5 VBS 2018 Pom-poms — Place one inside each bag.
- VBS 2018 Supersized Backdrop
- VBS 2018 String Flags (2–3 sets)
- VBS 2018 Felt Pennants (2–3)
- VBS 2018 Removable Sport Decals
- VBS 2018 Tablecloths
- VBS 2018 Megaphones — Create 5 labels, 1 for each megaphone. On two labels, print: Gear up! On two labels print: Get Ready! And on one label print: Game On! Attach one label to each megaphone (1 megaphone per team).
- VBS 2018 Small Inflatable Sports Balls — Print one of the following statements on three separate balls:
  - Vacation Bible School is a ministry designed to reach people of all ages, leading them to know and respond to Jesus Christ as led by the Holy Spirit.
  - VBS is a fun-filled, spiritual adventure that provides concentrated Bible study and encourages real-life application.
  - The purpose of VBS is accomplished based on time-tested and church-proven principles.
- VBS 2018 Worship Rally DVD
- Item 1: “Game On! Pennant” — Photocopy onto green, blue, purple, yellow, and orange paper (to match megaphones). Make enough copies for each conferee to have one. Cut apart and print the following on each pennant: Write down the names of each Athletic Director in your group and the dates of their VBS.
- Item 2: “Large Football Pattern” — Photocopy, cut out, and print VBS Purpose and Principles on the football.
- Item 3: “Helmet Pattern” — Photocopy 10 total (5 preschool and 5 children). Print The Point, Bible Story Title, and Bible Story Reference (p. 8 of Administrative Guide) for each day on a separate helmet. Make one set for 3s–Kindergarten and another set for Grades 1–6. Place one children’s helmet and one preschool helmet in each gift bag.
- Item 4: “Yellow Jersey” — Print all 3 jerseys.
- Item 5: “Green Jersey” — Print both jerseys.
- Item 6: “Drum” — Print and tape drums to the wall.
• Item 7: “Baseball” — Make 4 copies. Print one of the following on each baseball:
  o Bible Content and Overview Training
  o Training Leaders to Continue the Connection
  o VBS Follow-up and Discipleship Training
  o Transition from VBS to Sunday School

• Item 8: “Megaphone”—Photocopy 5 copies of the megaphone. On each megaphone, print one of the following points. Place one megaphone in side each gift bag.
  o CHURCH PROMOTION: Discuss ways to promote VBS inside the church found on page 42 of the Administrative Guide. Be ready to share with the group.
  o COMMUNITY PROMOTION: Discuss ways to promote VBS outside the walls of the church found on page 42 of the Administrative Guide. Be ready to share with the group.
  o PROMOTION CALENDAR: Discuss promotion steps to take 4–6 Months Before, 3–4 Months Before, and 2–3 Months Before (found on p. 43 of the Administrative Guide). Be ready to share with the group.
  o PROMOTION CALENDAR: Discuss promotion steps to take 1 Month Before, 2 Weeks Before, and 1 Week Before (found on p. 43 of the Administrative Guide). Be ready to share with the group.
  o PROMOTION IDEAS: Review promotion ideas found on p. 44 of the Administrative Guide. Be ready to share 3 of your team’s favorite ideas.

• Item 9: “Pom-pom” — Photocopy and cut apart 1 per conferee. Place a stack inside all 5 gift bags.

• 5 sports-themed gift bags
• OPTIONAL: VBS 2018 Visual Pack
• Laptop computer with CD-ROM/DVD-ROM drive
• Projector (to connect with laptop) or large screen

Room Setup
Arrange chairs in semi-circles to establish five distinct groups. Place a megaphone and a gift bag in the center of each semi-circle. Cover a table with a VBS 2018 Tablecloth and display the VBS 2018 Jump Start Kit, Preschool Starter Kit, and Kids Starter Kit on the table. Drape VBS 2018 String Flags from the ceiling across the doorway. Hang VBS 2018 Felt Pennants around the room. Be creative! Use items such as pennants, pom-poms, and megaphones to create a fun atmosphere.

Teaching Steps
1. Welcome (5 minutes)
   • Play the theme song “Game On!” from the Music Rotation DVD as Athletic Directors (conferees) arrive.
   • Give each Athletic Director a pennant as she enters and explain that she is being drafted by a particular team (color). Instruct her to choose a seat in the area with the same color megaphone as her pennant.
   • Lead Athletic Directors to complete the Warm-up Assignment on their pennants.
   • Introduce yourself by saying: “Welcome to Game On! Gearing Up for Life’s Big Game. I am your Team Captain (name) and my favorite thing about Game On! is (share one thing you are excited about for this year’s VBS). Thank you for your interest in becoming the Director of your VBS. I’m glad you’ve joined us for today’s intense and in-depth training session.”
   • Encourage conferees to introduce themselves to the other members of their All-Star team. Allow time for team members to introduce themselves.
• Explain that a VBS Director is the person who oversees all aspects of the program and creates the “game plan” for VBS. Comment: “Today we’re going to focus on six plays of a successful Athletic Director.”

2. PLAYBOOK SECTION ONE: Knowing Your Purpose, Theme, and Bible Content (30 minutes)
   • Add the football (Item 2) to the focal wall. Mention that the first step to becoming a successful Athletic Director is to know your purpose, theme, and Bible content. It is difficult to create a game plan without knowing the purpose and principles of the game.
   • Toss three inflated sports balls to three different volunteers. Ask each one to read what is written on their ball to share the Purpose of VBS with the group.
     1. Vacation Bible School is a ministry designed to reach people of all ages, leading them to know and respond to Jesus Christ as led by the Holy Spirit.
     2. VBS is a fun-filled, spiritual adventure that provides concentrated Bible study and encourages real-life application.
     3. The purpose of VBS is accomplished based on time-tested and church-proven principles.
        o Explain that it is essential that the entire team understand the purpose of VBS.
        o Give a quick overview of the 5 Principles of VBS (Administrative Guide, p. 5).
   • Mention that it is important for an Athletic Director to keep his eye on the team’s “stats” because these help him know how his team is performing. Point out the VBS Statistics found on page 5 of the Administrative Guide and explain that these stats show what God did through VBS last year. Share the stats with conferees.
        o Explain that we cannot rest on the success of last season. VBS 2018 is another season. A good Athletic Director does not begin a season hoping the team will do well because it did well last year. A good Athletic Director goes in knowing what he wants to do and how he wants to do it.
   • Guide conferees to share with their teams what they want to see God do this year through Game On! After a couple of minutes, allow each team to share one thing they would like to see happen.
   • Introduce the theme for VBS 218. Explain that through this theme, kids will realize that God has given them everything they need. He’s given them Himself, His Son, His Holy Spirit, and His Word—the ultimate playbook! God wants them to join His team, train hard, celebrate salvation, and encourage one another.
   • Lead conferees to learn the Game On! Motto.
        o Instruct each team to find the pom-pom inside its bag and the megaphone with a portion of the VBS motto on it.
        o Encourage teams to select a cheerleader from their team to lead them in shouting their portion of the motto. Cheerleaders may stand in front of their teams.
        o Lead Teams 1 and 2 to cheer the first part of the motto: “Gear up!” Then lead Teams 3 and 4 to cheer the second part of the motto: “Get ready!” And finally Team 5 should cheer: “Game On!”
        o Repeat several times.
   • Call attention to the VBS Scripture from the VBS 2018 Worship Rally DVD or the VBS 2018 Visual Pack. Explain that kids will have one focal passage for the week, found in 2 Peter 1:3. Lead the group to read the verse together.
   • Mention that kids will gear up each day at the Pep Rally (Worship Rally) and then go to their Field House for age-appropriate Bible study.
• Ask a volunteer from each team to locate two helmets (Item 3) in their bags, and to lead their team to discuss the point of the day, the Bible story, and the Scripture reference. Note the differences in preschool and elementary. Ask teams to be ready to share the information with the entire group.
  o Give each team an opportunity to share its Bible content.
• Remind conference that VBS is intentionally evangelistic. Each day provides an opportunity to share the gospel. Mention that VBS Directors must have an intentional plan to share the gospel.
  o Ask: “Who on your coaching team will share the gospel? How will you train them?”
• If available, share information about the following evangelistic resources available from LifeWay:
  o VBS 2018 Kids Gospel Guide
    ▪ Review the 5-step plan for presenting the gospel detailed in the booklet.
      – God Rules
      – We Sinned
      – God Provided
      – Jesus Gives
      – We Respond (A–Admit, B–Believe, C–Confess)
  o The Gospel: God’s Plan for Me
  o Leading a Child to Christ
  o Game On! Devotions: 100 Devotions to Gear Up for Life’s Big Game
• Suggest that Directors train their leaders to spend time counseling and praying with children individually whenever they sense a child is under conviction from the Holy Spirit and would like to respond to the gospel. If they sense that a child is not ready to pray and respond in faith and repentance, encourage them to continue to prayerfully teach him about Christ during the week.

3. PLAYBOOK SECTION TWO: PLAYS 2–5 (15 minutes)
• Comment that the second play in the Athletic Director’s Playbook is to start planning. Offer six steps to planning that will help an Athletic Director hit it out of the park as she plans this year’s VBS.
• Invite a volunteer from each team to remove a drum (Item 6) from the wall. Explain that they will find their assignments written on the drum.
• Allow time for teams to complete their assignments. After several minutes, invite teams to share their answers. As each one shares, provide the following additional information:
  o PLANNING CALENDAR — A calendar helps us know where we are and what is ahead. These pages are designed to help set a steady pace as we prepare for Game On! Some days of VBS are busier than others. One of the busiest is the first day.
  o VBS BUDGET — A crucial part of planning for VBS is creating a budget. This might not be the most fun and exciting part, but it is just as important as determining the purpose and setting goals. A budget helps determine what equipment and resources are needed along the way. Point out that there is an electronic Budget Form on the CD-ROM in the Administrative Guide that will do the math for you as it is filled in.
  o CHOOSE YOUR FORMAT — Explain that determining the format for VBS helps put many of the other details in place. Call attention to the NOTE at the bottom of Step 1. Remind conference that LifeWay’s curriculum is written for specific age groups, and because VBS is a summer time event, the curriculum assumes kids
will have already completed the grade mentioned in the title. For example, Kindergarten resources are designed for children who have completed kindergarten, not children who are going into kindergarten. This curriculum requires children to have a skill set of rising first graders. Ask: “Why is this important to consider when planning for VBS?” Discuss steps 2 and 3 on page 16 of the Administrative Guide.

- SET YOUR SCHEDULE — Explain that this section addresses scheduling. Many factors go into determining the best schedule for VBS. Discuss some of the group’s suggestions.
- ORDER YOUR CURRICULUM — Point out the pages 24–25 of the Administrative Guide cover for preschoolers, children, students, adults, and special needs. Pay attention to the NOTE on the bottom of page 28. Ask: “What does it say about adapting the teaching plans?”

4. PLAYBOOK SECTION THREE: Enlist and Train Your Leaders (15 minutes)

- Comment: “The third play is to enlist and train your leaders. Every successful team has a roster of team members committed to the game. There are six steps to putting together an all-star team.”
- First, begin with PRAYER. Comment: “God knows who you need on your team, and He will provide for all your needs.”
- Next, PLAN. Encourage Directors to begin enlistment 4–6 months before VBS. Comment: “Know how many team members you need and dates and times you will need team members to serve.”
- Draft a volunteer from each team to choose either a green or a yellow jersey (Items 4–5) with their team’s assignment.
  - Explain that the yellow jerseys are for preschool classes and the green jerseys are for children’s classes.
  - Instruct teams to use the information on page 30 of the Administrative Guide to determine the staffing needs to fill in their jerseys. Advise teams to be ready to share their findings.
  - Allow a couple of minutes for teams to work. Then invite volunteers to share the information with the group.
- Mention other leadership needs such as; Prayer Team, Promotion Team, Telephone Team, Snack Team, Records Team, Worship Team, Technology Team, Connection Team and Security Team.
- Step 3 is SHARE. Mention that VBS Directors must explain the qualifications and requirements for leaders (such as church membership and background checks) with the people they recruit. Comment: “Share your church’s goals and purpose for VBS.”
- Step 4 is ASK—ask potential volunteers individually. Guide conferees to think about which people in their churches will successfully fill the volunteer roles needed. Challenge them to seek out men in the church and offer them opportunities to serve. Mention that the Administrative CD-ROM has for specific responsibilities for each team.
- Step 5 is TRAIN. Athletes don’t just show up at game time. They spend hours and hours training for the game. Explain that VBS Directors must equip and train volunteers for success. Training is essential for teams to be ready to get in the game.
  - **Bible Content and Overview Training.** Place the appropriate baseball (Item 7) on the focal wall. Review the training outline on pages 32–33 of the Administrative Guide.
  - **Training Leaders to Continue the Connection.** Place the baseball (Item 7) on the focal wall and review page 37 of the Administrative Guide.
- **VBS Follow-Up and Discipleship Training.** Place the baseball (Item 7) on the focal wall and review the two different training plans on pages 38–39 of the Administrative Guide.
- **Transition from VBS to Sunday School.** Place the final baseball on the focal wall. Discuss the importance of developing a game plan to intentionally seek to involve children who attended VBS but do not attend other church activities in Sunday School. Call attention to training steps on page 40 of the Administrative Guide.

  - Step 6 is APPRECIATE. Challenge Directors to show support and appreciation to their volunteers. Mention that the CD-ROM has leader appreciation suggestions and display a few favorites.

### 5. PLAYBOOK SECTION FOUR: Promote and Publicize (15 minutes)
- Comment: “The Fourth Play in your VBS Playbook is to Promote and Publicize inside the church as well as outside the walls of the church.”
- Guide a volunteer from each team to locate the megaphone (Item 8) in their team’s bag.
- Instruct the teams to complete the assignment listed on the megaphone using the Administrative Guide.
- Allow time for teams to work and to report back to the group.

### 6. PLAYBOOK SECTION FIVE: Registration (15 minutes)
- Comment: “The Fifth Play in your Athletic Director’s Playbook is Registration. Registering each individual player is an important part in VBS. Staff your registration area all week—kids have even been known to register on the last day!”
- Cover the following key strategies:
  - **PRE-ENROLLMENT** — Pre-enrollment is the effort to register kids before VBS begins. Ask for a volunteer to share a favorite pre-enrollment idea.
  - **REGISTRATION** — Registration refers to enrolling kids in VBS. Do not assume all children will pre-register. Provide a registration area with tables and enlist a registration team who will staff the registration area all week. Provide plenty of registration forms. Follow-up begins with registration, so emphasize the importance of getting complete information on the registration forms.
  - **KIDEVENT PRO®** — KidEvent Pro helps churches manage departments, class rolls, rotation schedules, and personal information for every participant and volunteer. More information is found on page 47 of the Administrative Guide.
  - **KICKOFF EVENTS** — Kickoff events are great for building excitement and enthusiasm for VBS. Plan special theme-related activities the Saturday or Sunday before VBS starts to get the kids, community, and church members excited about Game On! See page 48 of the Administrative Guide for suggestions.

### 7. PLAYBOOK SECTION SIX: Continue the Connection (15 minutes)
- Explain that the sixth play in the Athletic Director’s Playbook is to continue the connection. Mention that before VBS even begins, there should be a game plan for what will happen after VBS.
- Challenge Directors to plan ahead and begin to think about how they can help kids and families connect and get plugged into the church every week of the year, not just the week of VBS.
- Lead conferees to find the pom-poms (Item 9) in their team’s bags. Ask each person to take a pom-pom and write down what “connected” means to him/her.
• Ask: “Does ‘connected’ just 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 really want to see them involved in the work and ministry of your church? Making a true connection is what VBS is all about.”

• Call attention to the Six Steps for Making the Family Connection on page 50 of the Administrative Guide. Encourage Athletic Directors to use these steps to help them start planning to make connections with families.

• Mention that making lasting connections with families is not about copying what another church does. It is about looking closely at where you are as a church and whom God has placed in your path. Challenge VBS Directors to pray and be open to the one thing God nudges their heart to do.

• Discuss ways to Make the Community Connection found on pages 52–52 of the Administrative Guide.
  o Backyard Kids Club
  o Go & Tell Kids—New resource designed as an on-the-go curriculum.
  o VBS Celebration—musical, family night pep rally

8. Prayer and VBS

• Explain that prayer is the foundation for a successful VBS experience. Nothing happens outside of prayer. Months before the first flier is distributed or the first sign is put up, churches should be praying. Challenge Directors to ask their entire church to be part of the Prayer Team.

• Suggest Athletic Directors use the Prayer Calendar on page 56 of the Administrative Guide or print it from the CD-ROM.

• Encourage Athletic Directors to participate in the National Day of Prayer on May 20, 2018.

• Comment: “At the beginning of this session you wrote down the names of your team members, along with the dates of their VBS. Please commit to praying for your team members as they begin to prepare for VBS.”

9. Closing (5 minutes)

• Pump conferees up by saying: “Grab your pom-poms, lace up your cleats, and tune up your horn. It’s time to gear up for the big game! It’s go time! Whether you’re the type to root from the stands, march in the band, cheer on the field, or hustle to the line, the time is now—it’s Game On!”

• Close in prayer. Thank God that He has given us everything needed for life’s big game. Pray for the conferees. Ask God to pour out wisdom upon them as they gear up for VBS.
Item 1. Game On! Pennant
Item 2. Large Football Pattern
Item 3. Helmet Pattern
Item 4. Yellow Jersey

Babies–2s

Maximum Per Class ____
Ratio Teacher/Child ______
Minimum Teachers _____
Item 4. Yellow Jersey

3s–Pre-K
Maximum Per Class _____
Ratio Teacher/Child ______
Minimum Teachers ______
Item 4. Yellow Jersey

Kindergarten

Maximum Per Class _____
Ratio Teacher/Child ______
Minimum Teachers ______
Item 5. Green Jersey

GAME ON!

Bible Study Rooms
Maximum Per Class _____
Ratio Teacher/Child _____
Minimum Teachers _____
Item 5. Green Jersey

For Every 4 Bible Study Rooms

Music Leaders ____
Missions Leaders _____
Recreation Leaders _____
Crafts Leaders _____
Item 6. Drum

Turn to pp.12–13 in the Administrative Guide. Look over the “During VBS” part of the checklist. How many of these items could you delegate to others so the Pastor and Athletic Director can be easily available to handle unexpected parts of the game?
Turn to pp. 14–15 in the Administrative Guide. Answer the following & be ready to discuss your answers:

1. What 3 categories should be covered by the budget?
2. How could the Budget Form on p.15 be helpful?
3. List at least 5 things you can do to make your budget go further.
SET YOUR SCHEDULE

Turn to pp. 17–22 in the Administrative Guide. Complete the following as a group:

- How many have a daytime VBS?
- How many have nighttime VBS?
- How many have a 2-hour VBS?
  A 2½-hour? A 3-hour VBS?
- What are the 3 greatest factors in setting a schedule?
Item 6. Drum

Turn to p. 16 in the Administrative Guide. Look together at Step 1. Talk about the age groups offered by your churches and fill in how many offer each of the following:

___ Babies–2s  ___ 3s–Pre-K  ___ Kindergarten
___ Grades 1–4  ___ VBX  ___ Student
___ Adult  ___ Special Needs  ___ Other
Turn to pp. 24–25 in the Administrative Guide. Look over the pages and answer the following:

- What materials are available?
- When are starter kits useful?
- When should you consider ordering individual resources instead of a starter kit?
Item 7. Baseball
Item 8. Megaphone
Item 9. Pom-pom