

VBS 2022 VBS Directors Overview Conference Plan

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Lifeway Resource: Director's Club <https://vbs.lifeway.com/directors-club>

Purpose Statement

This plan is designed to train and equip VBS directors to conduct Lifeway's *Spark Studios™* VBS.

Needed Resources

- VBS 2022 *Administrative Guide* (9781087750101)
- VBS 2022 *Directors Kit* (9781087750859)
- VBS 2022 *Preschool Starter Kit: Babies–Kindergarten* (9781087751658)
- VBS 2022 *Kids Starter Kit: Grades 1–6* (9781087751528)
- VBS 2022 *Multi-age Starter Kit* (9781087751542)
- VBS 2022 (additional pieces of curriculum as you select) I used all the age groups.
- VBS 2022 *Wall Art* (9781087759120) (optional)
- VBS 2022 *Visual Pack* (9781087759258)
- VBS 2022 *Tablecloths* (9781087756639)
- VBS 2022 *Inflatable Crayons* (9781087758831)
- VBS 2022 *Postcards* (9781087759333) — Write sections of the VBS Scripture on different postcards. Mix up the cards and tape to one of the inflatable crayons. (use with # 3)
Write *Pray, Plan, Share, Ask, Train, and Appreciate* on separate postcards. Tape to 6 paintbrushes and place in VBS 2022 *Cups*.
- VBS 2022 *Decorating Made Easy* (9781087750118) — Print 2 copies of “3 Crayons” from the clip art folder on the DVD-ROM. Cut apart and write *Day 1, Day 2, Day 3, Day 4, Day 5* in permanent marker on five crayons. (use with #3)
- VBS 2022 *Backpack* (9781087756608)
- VBS 2022 *Notepad* (9781087759012) — Give each conferee a piece of paper.
- VBS 2022 *Cups* (9781087756448)
- 2 VBS 2022 *Inflatable Guitars* (9781087758855) — Place on opposite walls within your room. (I used cardboard cut out Guitars in place of the Inflatable ones)
- VBS 2022 *Snack Rotation Cards* (9781087750057) — Recipe Card 1 “Wood Chip Carvings” and Recipe Card 3 “Glitter Mix.” (use with #5 and #8)
- “Biblical Content” — Cut out each day's biblical content and place in decorated sack along with the signs (Days 1-5) (use with #3)
- Tape
- Permanent markers
- Pens or pencils
- 6 Paintbrushes — Place in VBS 2022 *Cups* with the *Pray, Plan, Share, Ask, Train and Appreciate* postcards taped to them. (use with #5)

Room Setup

Arrange chairs in a semicircle. Cover a display table with a VBS 2022 *Tablecloth* and display the curriculum alongside VBS 2022 *Cups* and other small art supplies. Place VBS *Inflatable Crayons* near the focal wall. Attach the 5 Days Bible Study posters around the room. Use other pieces out of the Visual Arts pack for focal wall. Guitars near focal wall.

Teaching Steps

1. Welcome and Intro (5 minutes)

- Welcome conferees. Introduce yourself and briefly explain your experience as a VBS director.
- Ask conferees: “Would you rather paint a masterpiece, create a hit worship song, or develop a robot?” Encourage responses.
- Comment: “Whether kids are emerging artists, gifted songwriters, handy with tools, or one of the next award-winning chefs, this year’s VBS will have kids using their talents to bring glory to God. Let’s discover what is needed to have a great week.”

2. DIY (2 minutes)

- Explain to conferees that having a successful VBS doesn’t just happen—it takes a lot of prayer and planning. Say: “The amount of work that it takes to have a great week of VBS can feel overwhelming, but you can do it with a strong plan. The Administrative Guide will help give you the directions you need every step of the way.”

3. Purpose, Theme, and Biblical Content (15 minutes)

- Say: “Before any baker begins baking, she looks at a recipe to help her plan and organize before the baking begins. First, let’s review why we all do VBS.”
- Ask: “Why does VBS matter? What do you hope to accomplish by offering VBS at your church?” Encourage responses.
- Comment: “VBS brings an energy to your whole church in a way nothing else can. It is a kingdom-building and heart-transforming week.”
- Ask conferees to look for 7 distinctives of our Lifeway VBS hidden on the tables. Give a brief overview of the seven distinctives of Lifeway’s VBS. Talk about why each distinctive is important and helps your church have a successful VBS. (Refer to page 5 of the Administrative Guide as needed.) I printed these out and added to the back of 7 items out of the Wall Art packet.
 1. Gospel-centered
 2. Trustworthy Content
 3. For All Ages
 4. In-depth Bible Study
 5. Flexible and Customizable
 6. Equips Parents
 7. Custom Music and Media
- Point to the inflatable crayons and tell conferees that the theme verse is mixed up on one of the crayons.
- Invite a volunteer to put the VBS Scripture in order on the inflatable crayon.
- Call on other volunteers to pick a piece of paper from the *decorated bag* and match it to the correct day. Continue asking them to match to the 5-day posters you have mounted around the room. (Refer to page 7 of the Administrative Guide as needed.)
- Briefly go over the daily Bible stories and remind conferees that like King David, kids will learn to use their talents to bring glory to God.
- Encourage conferees to familiarize themselves with the curriculum highlights on pages 8–9 of the Administrative Guide.

4. Let’s Draft a Plan (20 minutes)

- Many artists sketch plans before beginning a sculpture. Inventors need to create a process and follow a specific order of when things should happen.
- Invite two conferees to play “True or False.”
- Explain that you are going to give them true or false questions about VBS planning. When they want to answer, they will “strum” their guitar and make “struming sound”.

True or False: You should prepare and submit the “VBS Budget Form” to the church for approval one to two weeks before VBS? *(False.) WHY IS THIS FALSE?*

True or False: Plan a VBS Kickoff Event one day before VBS begins? (See page 48 for Kickoff Event Ideas.) *(False.) WHY IS THIS FALSE?*

True or False: You should never return the church to its original arrangement. *(False.) WHY IS THIS FALSE?*

True or False: You should assist with first aid and discipline as needed. *(True.)*

True or False: Set up a prayer team six to nine months before VBS. *(True.)*

- **Step #1: Use the planning calendar.**

- Mention the Planning Calendar on pages 12–13 of the Administrative Guide.
- Point out that the first box on the planning calendar is to set up a prayer team. Prayer is a vital part of planning VBS. Encouraging others to pray with you will have a huge impact on your VBS and your church.
- Show pages 54–56 in the Administrative Guide. Highlight the following:
 - Page 54: National Day of Prayer for VBS May 15, 2022.
 - Page 55: Prayer Strategies (before, during, and after VBS)
 - Prayer Team
 - Use a dedicated prayer space.
 - Establish prayer days and use social media to promote them.
 - Page 56: Spark Studios Prayer Calendar
 - Distribute these to your church early and encourage them to pray with you for VBS. This is a great way to get church family involved even if they are unavailable the week of VBS.

- **Step #2: Determine your budget.**

- Turn to pages 14–15 of the Administrative Guide. Highlight the following:
 - Sample budget forms—If you are new to your church/role, ask to look at last year’s expenses.
 - Start planning 6–9 months out.
 - Check to see if church has record of last year’s expenses.
 - Do some fact-finding to see what is “Best Buy” for your church in items you actually need/will use, etc.
 - Consider as you work through the budget – calculate cost per student – this may help your church finance committee and/or pastor see a more realistic picture of expenses vs just seeing a total spent.

- **Step #3: Choose a format.**

- Ask volunteers briefly to describe the format of their VBS.
- Turn to page 16 of the Administrative Guide. Highlight the following:
 - Age groupings
 - Variety of formats
 - Start asking, “Which schedule fits my church best?”
- Remind conferees that with everything that has occurred in 2020 and 2021, it is wise to have a backup plan.

- **Step #4: Set your schedule.**

- Turn to pages 17–23 of the Administrative Guide. Highlight the following:
 - Sample schedules for preschool and kids

- Ask: “Does anyone have a different schedule they would like to share?”

- **Step #5: Order curriculum.**

- Turn to pages 24–30 of the Administrative Guide. Highlight the Following:
 - VBS is available for everyone and anyone.

- Reinforce that Lifeway has a Special Friends Leader Guide that has all the teaching plans needed to provide VBS for children, students, and adults who have special needs.
- Choose the resources that best fit your needs.
- Start purchasing curriculum 4–6 months out.
- Final curriculum orders should be placed 2–3 months out.

5. Leaders Workshop (15 minutes)

- Say: “Enlisting and training leaders is a very important part of VBS. You may get volunteers who can help during VBS who are new to serving in kids ministry. You want to make sure that they are trained for a great week.”
- Lead conferees to look under their chairs to find a piece of the notepad paper.
- Ask: “What is your favorite way or idea to enlist and train leaders?”
- Encourage discussion: lunches, VBS theme nights, ask other volunteers to recruit.
- Guide conferees to write down new and creative ideas to invite more volunteers to participate in VBS.
- Say: “Enlisting new VBS volunteers may even lead to regular kids and preschool volunteers! Let’s look at ways you can enlist and train volunteers. The Administrative Guide has some great ideas.”
- Turn to pages 31–32 of the Administrative Guide. Pull out the paintbrush with the corresponding card and discuss the following:
 - **Pray:** You might enlist volunteers who can’t physically be at VBS but will commit to praying all week.
 - **Plan:** Plan to begin enlistment 4–6 months before VBS. Know how many volunteers you need. When enlisting volunteers, make sure you provide all the dates and times they will be expected to serve.
 - **Share:** Once you have excited volunteers, don’t forget to explain leader qualifications as they pertain to your church, such as church membership and background checks. Share your purpose for VBS.
 - **Ask:** Ask potential volunteers individually. Think about which people in your church will successfully fill roles. Don’t forget to seek out men and “grand-friends” in the church and offer them exciting opportunities to serve.
 - **Train:** Equip and train all your volunteers for success. Make sure even student volunteers know what the expectations are.
 - Train all volunteers for gospel conversations. Equip them to be ready.
 - Highlight the leader devotions in the Bible study leader guide for each day of VBS. These are for leaders to prepare their own hearts and minds as they study the Scripture for each day.
 - Encourage all volunteers to attend any associational trainings provided in your area.
 - See pages 33–40 for training plans.
 - **Appreciate:** Show support and appreciation to all your volunteers. See the printable files for specific leader appreciation suggestions.
 - Ask if anyone wants to share any ideas.
 - Share different snack card recipes that are great for showing volunteers appreciation.

6. Promo Pavilion (10 minutes)

- a. Open to pages 41–44 of the Administrative Guide. Comment: “Another important team to have for your VBS is a ‘Promote and Publicize Team.’ These team members may not be able to be at VBS but can use their gifts and talents toward flyers, social media, and canvassing neighborhoods.”
- b. Point conferees to ideas on page 42.
 - Check with various church members who are creative with flyers, social media advertisements, and slides. Search for an individual who is tech savvy and can develop social media blasts for you.

- Promote early so parents can plan their summer schedules. Think about making “Save the Date” cards to pass out at the end of your VBS to plan ahead for the next summer.
- Use a variety of materials such as social media blasts, posters on the walls of your church, banners displayed outside the church, and flyers placed in local businesses within your community.
- Customize your materials with Lifeway Prospect Services (lifeway.com/prospectservices). Info can be found on page 41 of the Administrative Guide.
- Don’t forget to encourage your church family to invite friends and family personally.
- Comment: “Once you have volunteers and a plan in place, work with other staff members and other leaders to get the word out about VBS.”
- Encourage conferees to begin planning their promotion strategies roughly 6 months out.
- Point out great promotion ideas on page 44 of the Administrative Guide.

7. Jr. Designers Registration (10 minutes)

- a. Comment: “Now that you have created a great plan for VBS and enlisted and trained awesome volunteers, it is time to start registering kids.”
- b. Lead everyone to stand up. Say: “Let’s take a quick poll. Go stand by a guitar if you think training your team is harder than registration.”
- c. Lead everyone to return to their seats. Say: “Go stand by a guitar if you register kids throughout VBS.”
- d. Lead conferees to return to their seats. Ask: “When it comes to registration, how can you get all the information you need/want while making it easy on parents?”
- e. Explain that there is not a strategy that will fit everyone due to the differences in everyone’s churches and communities.
- f. Explain that there are two main parts for registration: preregistration and registration during VBS. Show the tips provided on pages 45–48 of the Administrative Guide. Briefly go over the following tips:
 - i. Preregistration:
 - ii. Consider what critical info is needed for each child/family.
 - iii. Consult your church safety and security policies.
 - iv. Consider your registration system.
 - Make it as easy as possible for parents.
 - Can it be used for both preregistration and registration at VBS?
 - Paper and/or digital? (NOTE: KidEvent Pro® is a ready-made online tool from Lifeway for VBS registration.)
 1. How do you get the word out?
 - Host a VBS Kickoff event. Check out page 48 in the Administrative Guide for ideas.
 - Use your church’s social media.
 - Set up a registration table in a high traffic area in the church.
 - Use KidEvent Pro to create online registration.

8. Follow-up Station (10 minutes)

- a. Ask: “What do you do to connect with families who visit during VBS?” Encourage responses.
- b. Say: “Continuing the connection with families who visit your church is a vital part of VBS. Make sure you have a great plan in place.”
- c. Lead conferees to pages 49–51 in the Administrative Guide.
- d. Explain that the goal of VBS goes beyond the child. It is to reach the whole family with the gospel.
- e. Discuss the following ideas for following up with families:
 1. Enlist a follow-up team to help with connecting with families.
 2. Host a coffee and snack connection gathering during mornings/evenings of VBS.

3. Create a follow-up family event on the Sunday or during the midweek following VBS. (Check out p. 53 of the Administrative Guide for VBS celebration ideas.)
 4. Use KidEvent Pro to send emails to families who visited with information about your church services and small groups.
 5. Distribute snacks with church info on the packaging to encourage guests to attend another church service or event. (Show Snack Rotation Recipe Cards 1 and 3 as examples of snacks that will work well for this.)
 6. Create a special class for guests to attend during your regular small group Bible study hour.
9. Evaluate and plan for 2023 – Walk through the process of registration, a day's schedule, family service, etc. and make notes for 2023 VBS. Doing this during VBS while you are actually involved and see is so helpful for next year's VBS.
- 10. Closing** (3 minutes)
- a. Thank conferees for coming and sharing their ideas.
 - b. Close in prayer.

Biblical Content

David Praised God the Creator (Acts 13:21-23; Psalm 104)

God provided a king for Israel. His name was David. David loved God and was willing to follow God's plan. David became a mighty king. He was famous, and he could have thought of himself as the greatest person in the world. But instead, David chose to honor God. David wrote about how great God is. He explained how everything God created has a place and a purpose. He wrote that even the sun and moon follow God's plan. David understood his place in creation. David celebrated God as the King of the Universe. God created David to be a king, but God is the true King of everything.

God Prepared David to Be a King (1 Samuel 16)

God directed the prophet Samuel to the home of a man named Jesse to anoint the next King of Israel. One by one Samuel met seven of Jesse's sons, but none was God's choice for Israel's king. Then, Samuel met Jesse's youngest son, David, who had been taking care of the sheep. God knew David's heart. David loved God and would follow God's plan. God's Spirit gave David the power to fulfill God's plan. Meanwhile, King Saul summoned David to the palace. David would play his lyre anytime Saul was troubled, and Saul would feel better. While serving King Saul, David observed how to be a king. God used David's experiences taking care of the sheep and his time working with Saul to prepare David to be the king of Israel.

The People Welcomed Jesus (Psalm 118:26; Acts 13:21-23; Matthew 21:1-11)

God promised the Savior would be one of David's descendants. Many years later, Jesus was born. Jesus came to make a way for people to love and follow God. After three years of ministry, the time had come for Him to fulfill God's plan. On the way to Jerusalem, Jesus sent two of His disciples to find a donkey and her colt. Jesus sat on the young colt and rode into Jerusalem.

A large crowd gathered. They spread their clothes and tree branches on the road. This was a way people often celebrated the arrival of a king. People shouted, "Hosanna!" which means "save now." The people knew they needed a Savior. Jesus knew what He would have to do to be that Savior and that the time had come to do it.

Jesus Died and Rose Again (Luke 23:13-25,44-56; 24:1-12,36-49)

Jesus died on a cross to take the punishment for our sins. He fulfilled God's plan to be the Redeemer. After Jesus died, His body was placed into a tomb. Early on the first day of the week, women came to the tomb, but the tomb was empty! The women hurried and told the disciples. Later that day, the disciples were gathered in a room with the door locked. Suddenly Jesus appeared in the room. The disciples were afraid, but Jesus showed them that He was real, not a ghost. Then Jesus explained to them how everything in the Law, the Prophets, and the Psalms had to be fulfilled. He explained that this message would be proclaimed to all nations. Jesus also told them a Helper was coming just as the Father promised.

God Sent the Holy Spirit (Acts 1:4-14; 2)

After Jesus' resurrection, He spent time with His followers over forty days. He told His disciples to wait in Jerusalem to receive power from the Holy Spirit. After this, Jesus was taken up in a cloud. Ten days later, the group was together when they heard a mighty wind and saw what looked like flames of fire above their heads. The Holy Spirit had come! They began to speak in languages that they had not known before. Jews from every nation were in the city when they heard the wind. They gathered to see what was happening. Even though the people spoke different languages, they could understand what was said because the disciples were speaking in their languages!

The Holy Spirit gave Peter the power to share the good news about Jesus. That day about 3,000 people became part of the group of believers who trusted Jesus as Savior.