

## VBS 2020 DIRECTORS BASE CONFERENCE PLAN

### Purpose Statement

This two-hour plan is designed to train and equip VBS directors and pastors to conduct LifeWay's *Concrete & Cranes* VBS.

### Needed Resources

- *VBS 2020 Administrative Guide (optional: several copies to use during the conference)*
- *VBS 2020 Directors Kit (Formerly the Jump Start Kit)*
- *VBS 2020 Preschool Starter Kit: Babies–Kindergarten*
- *VBS 2020 Kids Starter Kit: Grades 1–6*
- *VBS 2020 Music for Kids CD (included in the Director's Kit)*
- *VBS 2020 Backyard Kids Club® Kit (Optional)*
- *VBS 2020 Mega Carabiner*
- *VBS 2020 Visual Pack*
- *Go & Tell Kids® (Optional)*
- "VBS 2020 Bible Content Overview" — Download the video to your computer at <https://vbs.lifeway.com/directors-club-training/>. Note: You will have to register for the Directors Club to gain access to this video. You may do this at [lifeway.com/vbsdirectorsclub](https://lifeway.com/vbsdirectorsclub) for free.
- Item 1: "Handout" — Make a copy for each conferee.
- Item 2: "Purpose, Principles, and Facts" — Print on paper, cut apart each rectangle, and place each paper strip in a separate envelope. Label each envelope with its correct title according to each paper strip.
- Item 3: "Help Wanted" — Print 10 copies of the "Help Wanted" sign. For each copy, fill in a different job position. Use the following job positions: *Preschool Bible Study Lead Teacher, Grade School Bible Study Lead Teacher, Snack Rotation Leader, Records Team Leader, Music Rotation Team Leader, Promotion Team Leader, Recreation Team Leader, Crafts Team Leader, Missions Team Leader, Worship Team Leader.*
- Markers (10)
- Clipboard — Place your conference plan or notes on the clipboard to reference during the conference.
- Large cardboard box — In large letters write on the box: *Jesus! Our strong foundation!*
- White paper, marker, bucket or paper grocery sack — Write each of the words to Philippians 1:6 on a separate piece of paper then crumple each piece up into a ball. Place all the balls in a bucket or bag. Display in the room.
- Painter's tape or crepe paper (2 different colors) — Place each line of tape on the wall in a horizontal line at least 5 feet long, longer if possible. Place looped pieces of tape right next to each other near the timeline for use throughout the conference. (This will create a timeline that you will be adding to throughout the conference.) *Option:* If you are unable to create a timeline on the wall, display the timeline on the floor and arrange chairs around it so it is easy to see throughout the conference.
- Yellow paper, scissors, marker — Cut the paper into 18 3-by-11-inch strips, three strips per piece of paper. Write each of the following tasks on a separate strip:
  - Order a Directors Kit.
  - Set goals for VBS.
  - Make a budget.
  - Meet with church leaders.
  - Enlist leaders for rotation and Bible study.
  - Determine class sizes.

- Put VBS events on the church calendar.
- Schedule training meetings.
- Distribute VBS curriculum.
- Distribute supply list request forms.
- Plan a planning day.
- Promote VBS.
- Give out prayer calendars.
- Collect supply list forms and purchase supplies.
- Begin registration.
- Distribute supplies.
- Decorate.
- Execute a VBS kickoff event.
- Orange paper — Cut paper into triangle shapes. Make 9 triangles. Write each of the following tasks on a separate triangle.
  - Enlist a promotion leader or team.
  - Develop a budget for promotion.
  - Plan a kick-off event.
  - Prepare social media messages to be sent out.
  - Create a plan for reaching unchurched families.
  - Ask the pastor to present the “Sermon Outline.”
  - Mail VBS postcards.
  - Publicize the kick-off event.
  - Review promotional ideas.
- Blue or turquoise paper — Cut paper into circles. Make 6 circles. Write each of the following tasks on a separate circle:
  - Form a prayer team.
  - Post VBS-specific prayer requests on social media.
  - Distribute Concrete & Cranes prayer calendars.
  - Schedule people to pray every hour of VBS.
  - Give out *VBS 2020 Bookmarks* to remind people to pray for families.
  - Ask the pastor to pray for those who attended VBS.
- CD player
- Computer and projection screen (to play a video)

## Room Setup

Arrange chairs in a semi-circle facing the focal wall. Place a copy of Item 1: “Handout” in each chair. Cover display tables with a *VBS 2020 Tablecloths* and arrange items from the *VBS 2020 Directors Kit*, *Preschool Starter Kit*, and *Kids Starter Kit* on top. Include other items to share, such as the *VBS 2020 Mega Carabiner*. Also, if available, display the *VBS 2020 Backyard Kids Club Kit and Go & Tell Kids* on the table. Drape *VBS 2020 String Flags* from the ceiling across the doorway. Display the *VBS 2020 Visual Pack* posters on the walls. Leave the focal wall blank to attach a timeline you will create throughout the conference.

## Teaching Steps

### 1. Welcome and Intro Game (5 minutes)

- Play the *Music for Kids CD* while conferees enter the room.
- Greet conferees and encourage them to listen closely to the music, especially the theme song, as you prepare to begin.
- Turn down the music and introduce yourself to the group and share a little bit about your experience with VBS or a great memory you have from attending or leading VBS. Share

that it is suggested for VBS Directors to be referred to as Site Directors for *Concrete & Cranes*, so that's how you'll be referring to the conferees during today's conference.

- Ask: "How closely were you listening to the songs that were playing as you entered the room?"
- Encourage conferees to listen to some terms as you call them aloud. If they believe they heard them in the VBS Theme Song for *Concrete & Cranes*, encourage them to give you a thumbs up. If they don't recall hearing the terms, encourage them to use their arms and hands to create the letter X.
- Call out the following terms and provide time for conferees to respond:
  - hammers and hardhats
  - ladders and levels
  - rivets and ratchets
  - gauges and gadgets
- Note that conferees should have given you a thumbs up for each pair of tools. All of those tools are mentioned in the VBS 2020 Theme Song.
- Invite site directors to share some of the other key words they believe they heard in the theme song. You may mention words like foundations, forgiveness, love, Christ, and cornerstone.
- Say: "On a construction site, there is always lots of noise and it's easy to get distracted if you don't stay focused on your task. Sounds a little like VBS, doesn't it? Today, our goal is to focus on what's important and prepare you to be informed and equipped to lead *Concrete & Cranes* VBS."
- Display the *VBS 2020 Administrative Guide* and explain how conferees can follow along as you cover important information.
- Refer conferees to the Item 1: "Handout." Guide conferees to fill in the handout as they go.

## 2. Step 1: Know Your Purpose, Theme, and Bible Content (20 minutes)

- Hold up your clipboard and explain today's project has several steps to follow to keep your site managers on task to complete the project.
- Call attention to Handout 1 and encourage conferees to fill in the missing information on Step 1: Know your purpose, theme, and Bible content.
- Explain it is important to prepare the site directors for their visits to their assigned projects, and you take your job very seriously, including informing them *why* it is important that they complete their assignments.
- Distribute the prepared envelopes and ask volunteers to read aloud the information inside when called upon. Add information and commentary as needed once each envelope's information is read aloud. Use the information provided on page 5 of the *VBS 2020 Administrative Guide* to offer additional comments on each subject. Introduce the information in the order listed below:
  - **Purpose:** Point out the focus on the word *ministry* and remind conferees that that is exactly what VBS is—a ministry that serves others and points them directly Jesus.
  - **Principles:** Point out that all activities are designed out of the biblical content and emphasis for that day. While everything is centered around a theme, the goal and mission is to use VBS as an entry point into the church and Christianity for those who don't believe in or know Jesus.
  - **Facts:** Note that many more important facts and other information about VBS is available through the book *It's Worth It* along with resources that are available in the VBS Director's Club that include a handout, slides for a presentation, and a presentation outline to share important statistics and the reasons why VBS is a

great evangelistic tool. Share that you'll be talking more about VBS Directors Club later in your conference.

- Announce there is another very important subject you need to address before your briefing may go any further, and it is extremely important.
- Call attention to the box you prepared and invite a volunteer to read aloud what is written on the box. Share that the motto for VBS this year is Jesus! Our strong foundation. Jesus is also the Level of Biblical Learning that will be covered. Note that each age group's level of learning is a little different, beginning with preschool up to preteen age, but all age groups will be focused on Jesus, from knowing that God loves people, Jesus loves people, Jesus was sent to be my Savior, Jesus taught about faith, trust, and obedience to God, and Jesus transformed people through His love.
- Play the "VBS 2020 Bible Content Overview" (from LifeWay's VBS Directors Club) and encourage Site Directors to take note as they listen to the briefing. *Optional:* If you are unable to play the video, provide a brief introduction to each day's Bible content. Encourage conferees to listen closely and fill in the important information on "Handout 1."
- Share that another important piece of information needed for Concrete & Cranes is the verse for the week.
- Pour the prepared pieces of paper, or rubble, on the floor or table. Choose several Site Directors to work together to smooth out the pieces of paper and place the words in the correct order. Note that Philippians 1:6 is the verse for the week, and the goal is for kids to memorize this verse. A bonus verse is introduced each day for leaders who want to include the verse and learn those verses as well.
- Announce that VBS Directors are called site directors, while lead and assistant teachers are referenced as the foreman. Kids are named construction workers.

### 3. Step 2: Start Planning (30 minutes)

- Say: "One of the most crucial parts of running a successful construction site and project is scheduling and timing. As the site director of a project, it is your job to make sure everything is coordinated correctly. You can't schedule a plumber to complete work before the foundation has been laid."
- Call attention to the timeline you've placed on the wall. Indicate the left section of the timeline is before VBS, starting with today. VBS occurs at the end of the timeline. Mention that for site directors, the planning and hard work often happens before VBS has even begun.
- Display the prepared paper strips and note that you've got different tasks that must be completed prior to VBS beginning. It is the site director's responsibility to schedule all the tasks at the appropriate time for a successful VBS.
- Evenly distribute the paper strips to conferees, point out the prepared tape loops, and encourage conferees to place their tasks above and below the timeline in the approximate time they believe the tasks should occur. Point out the timeline begins with today on the left side of the tape line, and the end of the timeline is when VBS will occur.
- Play the *Music for Kids CD* while conferees determine where to put the paper strips.
- Review the placement of the items and call attention to pages 12-13 of the *2020 VBS Administrative Guide* as you review the steps displayed on the timeline. Spend a few moments working through the different tasks and commenting as needed. Note that the *Directors Kit* was formerly known as the *Jump Start Kit*. Include personal anecdotes and stories when possible to help reinforce the importance of proper planning. Make sure you mention that you didn't include all the different tasks and briefly touch on any other important steps in the timeline. Offer personal tips and guidance as you review the steps.

Don't focus too much on the order of the steps as much as the information and tasks that need to be completed.

- Note that this is a general timeline, and each church may have to adjust items according to their specific circumstances. The important thing to note is to have a plan and carry it out. The timeline should be personalized to meet the needs of each church, or construction site.
- Announce the next important part of planning is a word that can get site directors in trouble if they don't keep it in check. Ask: "Does anyone know what I may be referencing?" Give the hint that it is a six-letter word.
- Say: "The budget of a VBS is extremely important to address, because this can get out of control quickly. Think about the site director for a big construction project. What would happen if he decided to spend double the amount on purchasing windows than originally was budgeted? Where would that extra money come from?"
- Review the key points of budgeting for VBS that are located on pages 14-15 of the *VBS 2020 Administrative Guide*. Be sure you mention that it is important to determine what the priorities are for your VBS as well as how you will communicate with others about the amount of money they are to spend on things like decorations, craft supplies, and snacks. Setting expectations before spending occurs is the best way to ensure budgets are followed.
- Spend a few moments reviewing the different options for the format of VBS found on page 16. Point out the new option listed on Step 1 titled Multi-age. Reference pages 26 and 27 in the *Administrative Guide* as you review this new curriculum option available for churches to use. Mention this is a good option for churches that are combining several age groups together.
- Note that sometimes in an on-site briefing it is important to get into smaller groups and discuss information. Announce it's time for a quick breakout session. Guide conferees to turn to page 17 in the administrative guide. Explain that pages 17 through 23 include many different options for scheduling your VBS.
- Give the following assignment to the site directors: Once I place you in your breakout groups, you will spend a few minutes sharing with one another how your schedule for VBS works and why. Allow each conferee to share. Use the opportunity to listen and gather ideas for ways to improve your schedule. If there are first time directors, allow them to listen and then ask questions about scheduling they may have.
- Direct conferees that conduct VBS at night to stand up. Encourage them to gather four to five people in each group and choose an area for the groups to stand in. Invite those sitting down to form groups as well. Note that all conferees should be standing now and talking within their groups. Play two songs from the *Music for Kids CD* to allow time for groups to discuss schedules.
- Announce the last important task under Step 2 is to order your curriculum. Once you've established your goals, class sizes, format, and schedule, you should be able to order your curriculum.
- Briefly review the items in the *VBS 2020 Director's Kit*, the *VBS 2020 Preschool Starter Kit: Babies-Kindergarten*, and the *VBS 2020 Kids Starter Kit: Grades 1-6* with conferees and answer any questions. Be sure to review the purpose and importance of the *Keepsake Book*, *Preschool Kids Activity Book*, *Kids Activity Book*, and the new *Preteen Activity Book*. Note that some of the items will become quite popular and sell out, so it is important to order early.
- Share your opinion on some of the items that might be in high demand and allow site directors to offer their opinions as well. Present the *VBS 2020 Mega Carabiner* as one of those items, showing how you can use it to collect nametags on it and share some other uses as well.

**4. Step 3: Enlist and Train Your Leaders** (20 minutes)

- Say: “Now it’s time to focus on the workers of your construction site. You won’t get much done without help, right? A site director is a good start, but you need to hire subcontractors to focus on all the different areas of a construction project. We are going to spend some time focusing on the help that’s needed to have a successful VBS.”
- Explain you’ll be distributing some Help Wanted signs, and each group must determine what the requirements should be for that specific job.
- Form groups (or use the groups from the previous activity) and distribute assignments. Do your best to evenly distribute the signs, giving more than one sign to a group if needed. Provide a marker with each sign. Play two or three songs from the *Music for Kids CD* while groups work together.
- Gather the signs and instruct conferees to find their way back to their seats. Spend a few moments debriefing the activity. Review the signs and discuss some common qualifications for the jobs you are seeking to fill.
- Mention it is important to determine staffing needs for your VBS. Emphasize that having the correct number of leaders per kids is for safety purposes. Call attention to the needs for the rotation leaders as well. Point out the information on page 32 of the administrative guide as a visual way to understand the leaders needed. Say: “The best way to assess the number of leaders you need is to determine the number of kids you anticipate having.”
- Ask: “After you find the right people to fill the roles you know you need, what’s next? Think about a site director, once he or she has hired the people to complete the job, what’s next? Training is needed. Your site has specific needs, rules, guidelines, and procedures. It is important to communicate this information to those whom you’ll be working with.”
- Point out the training plan that’s available on pages 33-37 of the administrative guide. Note that the hard work has already been done for the training, and the conference outline includes everything needed to train your crew.
- Spend a few moments explaining the VBS 2020 Director’s Club that is available for free to anyone who registers for it. Reference the link found on the handout and share some of the information that’s available through this resource. Invite any directors who have experience with it to share how it has been beneficial to them so far.
- Mention other plans are included in the guide, including two more conference plans for VBS Follow-Up and Discipleship as well as Transitioning from VBS to Sunday School.
- Note that a number of great resources for follow up are listed on page 38 in the administrative guide.

**5. Step 4: Promote and Publicize** (20 minutes)

- Call attention to the second timeline on display. Share that another important part of preparing for VBS is promoting and publicizing the event.
- Say: “When a building is built and a new business moves in, the business must advertise to the public its services and when it will open. After all the hard work and preparation for VBS, we want everyone to come. This takes proper planning to execute a successful promotion.”
- Distribute the prepared triangles and ask the site directors to determine where on the timeline the tasks should go. Play a song from the *Music for Kids CD* while the tasks are added to the timeline.
- Review the tasks and others that are listed on page 43 of the guide. Take a moment to point out the promotion calendar found on page 44. Remind conferees that the CD has many printables on in that will aid them in promoting VBS. Encourage them to use the resources already available to them!

- Invite two or three conferees to briefly share a successful promotion idea they've used recently that they found effective.

#### **6. Step 5: Registration (10 minutes)**

- Note that your briefing is quickly coming to a close, but you have a few more important things to share.
- Share that pre-enrollment is a great way to get kids registered before VBS begins. This also helps things run smoother on the day VBS begins. Briefly review some of the ways to preregister kids: pre-enroll children in church-sponsored weekday and after-school programs, host a VBS Kickoff Event, and set up a registration table at church.
- Emphasize the importance of having someone in charge of registration. This is also a great area to recruit workers who may only have a small amount of time available to serve.
- Spend a few moments reviewing KidEvent Pro using the information found on page 47 of the guide and how it can be helpful in dealing with VBS registration.
- Ask: "Who doesn't want to generate excitement and enthusiasm for VBS? Kickoff Events are a great way to do this. A few ideas are provided in your guide. This year's theme allows for a lot of creativity and ways to generate interest in VBS like never before."
- Present several kickoff ideas, such as hosting a do-it-yourself-workshop, a hard hat and tool design day, or a photo op stop.
- Encourage conferees to share some other kickoff ideas they've thought about that are theme-related. Point out this is a great way for people who can't serve in VBS each day to be involved, since the kickoff event could be on a different day of the week or time than VBS will be offered.

#### **7. Step 6: Continue the Connection (10 minutes)**

- Call attention to the timeline that's displayed. Briefly review what you've covered so far, noting that the timeline is full of important tasks to complete before VBS occurs. Then add tape to continue the timeline another few feet.
- Say: "When VBS is over, you don't want the connections you've made with families to be over. It's time to continue the connection."
- Note that it is important to provide ways to continue to engage those who attended VBS. A great way to do this is to have a designated Follow-up Team and leader. This step is outlined in great detail on pages 50-51 of the administrative guide.
- Display (if possible) the Backyard Kids Club and Go & Tell Kids Mission Trip VBS and share these are great resources to use to take VBS a step further, into the backyards of your neighborhoods or even on your church's next mission trip.
- Comment that a VBS Celebration is a great way to invite families to your church. Note some opportunities for the celebration could be ideas similar to what is used to promote VBS but also includes presenting the VBS Musical or a special family night emphasis.
- Share you have one more list of tasks to add to the timeline. Ask: "Does anyone know what important topic we haven't mentioned yet?"
- Display the pink circles. Announce that prayer is a vital part of VBS. Read aloud each prepared circle and ask conferees for feedback for where the prayer points go: before VBS begins, during VBS, or after VBS. Place the prayer points accordingly.
- Review prayer points and be sure to point out the prayer calendar found on page 56 of the administrative guide.
- Take a moment to pray for VBS and specifically for directors, as they prepare for Concrete & Cranes.

#### **8. Conclude**

- Note you covered a lot during your briefing today. Point out all the information you covered on the timeline and the tremendous amount of work it takes for a site director to execute a successful Concrete & Cranes. Congratulate the site leaders on being attentive and participating in the briefing.
- Say: “You have all been cleared to begin work on your own sites. May you take all you’ve learned and apply it at your own sites and help kids build a firm foundation built on Jesus and His love, forgiveness, worth, promises, and life.”



## Directors Conference: Project Plan Timeline

**STEP ONE:** Know Your \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ Content

- Purpose
- Principles
- Facts
- Bible Content
  - **Day 1:** Jesus Chose \_\_\_\_\_ in Matthew 9:9-13
    - Foundation of \_\_\_\_\_.
    - The Point: Jesus chooses to \_\_\_\_\_ me. (3s–Kindergarten)
    - The Point: Jesus chooses to \_\_\_\_\_ me. I can't earn it. (1<sup>st</sup>–6<sup>th</sup>)
  - **Day 2:** \_\_\_\_\_'s Redemption in Acts 26:1-29
    - Foundation of \_\_\_\_\_
    - The Point: Jesus \_\_\_\_\_ me no matter what. (3s–K)
    - The Point: Jesus \_\_\_\_\_ me \_\_\_\_\_ of my sin. (1<sup>st</sup>–6<sup>th</sup>)
  - **Day 3:** Jesus \_\_\_\_\_ in the Garden in Matthew 26:36-46
    - Foundation of \_\_\_\_\_
    - The Point: Jesus has a \_\_\_\_\_ for me. (3s–K)
    - The Point: Jesus chose to \_\_\_\_\_ for me. (1<sup>st</sup>–6<sup>th</sup>)
  - **Day 4:** Jesus' \_\_\_\_\_ and Promise in Matthew 28:1-10,16-20
    - Foundation of \_\_\_\_\_
    - The Point: Jesus will \_\_\_\_\_ be with me. (3s–K)
    - The Point: Jesus will always \_\_\_\_\_ me. (1<sup>st</sup>–6<sup>th</sup>)
  - **Day 5:** Wise and Foolish \_\_\_\_\_ in Matthew 7:24-29
    - Foundation for \_\_\_\_\_
    - The Point: Jesus helps me know how to \_\_\_\_\_. (3s–K)
    - The Point: Jesus' love is the \_\_\_\_\_ for the rest of my life. (1<sup>st</sup>–6<sup>th</sup>)
- Memory Verse: Philippians 1:6

**STEP TWO:** Start \_\_\_\_\_.

- When to Plan:

6-9 months ahead:	4-6 months ahead:
3-4 months ahead:	2-3 months ahead:
1-2 months ahead:	3 weeks ahead:
2 weeks ahead:	1 week ahead:

- B \_\_\_\_\_
- Set your \_\_\_\_\_.
- New curriculum option:
- Scheduling Tips or Ideas to try:
  
- Order your \_\_\_\_\_.

**STEP THREE:** \_\_\_\_\_ and \_\_\_\_\_ your leaders.

- Assess the number of \_\_\_\_\_ you will need based on the number of \_\_\_\_\_ you anticipate you will have.
- Check out the free VBS 2020 Director's Club that's available as a resource for all VBS directors at <https://vbs.lifeway.com/directors-club/>.

**STEP FOUR:** \_\_\_\_\_ and \_\_\_\_\_.

- Begin preparations for VBS promotion four to six months before VBS.
- Use the \_\_\_\_\_ provided on the CD to promote VBS.

**STEP FIVE:** \_\_\_\_\_

- Preregister
- KidEvent Pro — More information is available at [www.kideventpro.com](http://www.kideventpro.com).
- Kickoff Event Ideas
  - Do-It-Yourself Workshop
  - Hard Hat and Tool Belt Design Day
  - Photo Op using the *VBS 2020 Supersized Backdrop* or *VBS 2020 Wall Art*
  - Other Ideas:

**STEP SIX:** Continue the \_\_\_\_\_

- Make the family connection. (Step by step provided.)
- Other Resources: Go & Tell Kids Mission Trip VBS and Backyard Kids Club
- VBS Celebrations
- Prayer



## PURPOSE:

- 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 provides concentrated Bible study and encourages real-life application.
- The purpose of VBS is accomplished based on time-tested and church-proven principles.

## PRINCIPLES:

- Sound, relevant Bible study
- Strategic outreach tool
- Flagship church event
- Centered around a theme
- Promotes effective teaching

## FACTS

- 2.4 million average people enrolled in VBS
- 59,026 decisions to accept Christ as Savior
- 543 people committed their lives to church-related vocations during VBS
- 14,376 enrolled in Sunday School as a result of attending VBS

# HELP WANTED:

Help is wanted to fill the position of:

Requirements include:

Job responsibilities include: