

VACATION BIBLE SCHOOL



LEADER'S PLANNING GUIDE

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Notes

A Note to the VBS Leader

Welcome to an exciting and rewarding opportunity in child evangelism. Whether you are an experienced Vacation Bible School leader, a teacher searching for fresh material, or a first-time coordinator unsure of where to begin, this program is designed to support you every step of the way. The Jesus My Trailblazer Vacation Bible School program provides clear guidance, practical tools, and flexible resources to help you confidently share Jesus with the children in your church and community.

Jesus My Trailblazer is based on the book *Steps to Christ* and is intentionally structured to guide children through the salvation experience in a simple, age-appropriate sequence. Beginning with humanity's need for Jesus, each lesson builds upon the previous one, helping children understand who Jesus is, why they need Him, and how they can begin a personal relationship with Him. Even very young children can grasp these concepts and respond in meaningful ways.

Every component of the program—including crafts, food activities, Bible stories, games, and discussions—is carefully planned to reinforce the daily spiritual objective. Clear instructions and suggestions are provided so leaders can easily adapt activities to their group size, age range, and available resources. The lessons are designed to engage unchurched twenty-first-century children while remaining meaningful for those who are already familiar with Bible stories, ensuring that all children are challenged, inspired, and invited to take a step closer to Jesus.

The Jesus My Trailblazer vacation Bible school has some unique features:

- Distinctly evangelistic — As Seventh-day Adventists, our mission is to share the Three Angels' Messages and prepare hearts for Jesus' soon coming. The Jesus My Trailblazer VBS program presents the everlasting gospel in a clear, intentional way that children can understand, respond to, and apply to their lives.
- Bible memory focus — This program emphasizes helping children hide God's Word in their hearts. Each evening of Vacation Bible School includes guided opportunities for children to learn and practice memorizing Scripture.
- Nature-based learning — Often described as God's second book, nature is used throughout the program to reinforce spiritual truths. In each session, children explore a nature theme that directly supports and illustrates the Bible lesson being taught.
- Total Member Involvement — A detailed planning guide provides practical ideas for involving the entire church family, from volunteers to prayer partners. The guide also offers suggestions for minimizing costs while maximizing impact, making the program adaptable for churches of any size.

We recommend that you and your staff read and study the book *Steps to Christ* in preparation for this VBS.

We welcome feedback and suggestions for improvements or corrections in future editions. You may contact us at sales@mybiblefirst.org, or by phone at 1-423-771-9228.

Overview of Books and Folders

Note the following:

- Digital download: Folders and books are all digital.
- Printed copy: Books are printed. In addition, digital copies of folders and books and templates are included on the thumb drive.

Folder 1: Master Plan (this book—the leader’s planning guide)

- Leader’s Planning Guide Book
 - Six-month leader’s advance planning schedule and checklist
 - Detailed description of staff positions
 - Suggested schedule
 - Overview of the entire week
 - Registration tips
- Entire Program Book
 - Each day’s title, references, and goals
 - Sequential scripts for each section
 - List of all materials needed for each section
- Pictures
- Proposal for Church Board

Folder 2: Scripts and PowerPoint Presentations

- Theme Talks Book
- Theme Talks Powerpoint
- Craft Station Book
- Nature Nook Book
- Activity Adventures Book
- Bible Story Book
- Sabbath Celebration Book

Folder 3: Music

- MP3 recordings of all suggested songs
- MP3 recordings of all memory verse songs
- PowerPoint with words for all songs
- Song Service Book with scripts, foot prints, hand motions, and sheet music for memory verse songs

Folder 4: Registration

- Medical release form

- Media release form
- Letter to parents
- PNG of logo and group animals
- Printable Forms
 - Registration form
 - Attendance form
 - Activity station rotation
- Name tag templates

Folder 5: Promotional Materials

- Advertisement fliers
- Outdoor advertisements
- Social media
- T-shirt
- Samples

Notes:

Leader's Advance Planning Schedule

Do by _____ (4–6 months before)

- Check church, school, and community calendars and decide on possible dates for your VBS. Place your VBS dates on the church calendar. Make sure the Sabbath celebration is included on the calendar.
- Create a budget.
- Get the approval of your ministry leader, pastor, and/or church board.
- Recruit leaders for each activity station. (See “Staff Ministry Descriptions” in this booklet.)
- Hold a prayer and planning meeting and set dates for future monthly meetings.
- Discuss with the pastor as to who should be the Sabbath Celebration speaker. (Could be the pastor, VBS MC, or VBS leader.)
- Discuss with potluck coordinator about having a special potluck after the Sabbath Celebration for VBS participants and their parents.

Do by _____ (3 months before)

- Finalize the dates and staff.
- Confirm that the VBS date is on the church calendar.
- Set up online registration
- Start advertising for VBS
- In the church bulletin, the church newsletter, and on the church website as often as possible.
- On free community moms' group websites.
- On free community church VBS lists.
- On free radio community church events.
- In other free media.
- Create a list of items that could be borrowed from other church members. Distribute this list widely by including it as a bulletin insert, posting it on Facebook, or featuring it in the church newsletter or email.
- Hold a prayer and planning meeting.

Do by _____ (2 months before)

- Tally the response from the needs list and put it in the bulletin again if necessary.
- Arrange for pre-registration on the church website if possible.
- If teens are leading in any stations, meet with them to practice.
- Order any supplies needed (visualized songs, crafts, etc.)
- Schedule a church cleaning bee if needed.
- Hold a prayer and planning meeting.
- Discuss the program for the Sabbath Celebration with the pastor and find out who will be the platform chair that day.

Do by _____ (6 weeks before)

- Pre-register children who attend your church.
- Personally invite as many church children as possible. (Visit Sabbath school rooms; give out flyers; offer incentives to bring friends, etc.)
- Start making weekly verbal announcements every Sabbath if possible.
- Put VBS posters in public locations.
- Check with all the staff to make sure that they will be ready and that they have all necessary supplies.
- Start learning the theme songs; recruit a group of children and teens to learn them so they can enthusiastically lead the singing.
- Hold a prayer and planning meeting.
- Plan for and advertise the date to go door-to-door inviting children in the church's neighborhood.
- Mail invitations to all the children who attended VBS last year.

Do by _____ (1 month before)

- Discuss the Sabbath Celebration program run sheet with the platform chair and make sure all adjustments have been made.
- Make sure the potluck coordinator remembers to plan a special potluck for the Sabbath Celebration.
- Meet with the greeters and discuss the best way to make new families and children feel welcomed on the Sabbath Celebration.

Do by _____ (2 weeks before)

- Take a team of children, teens, and families and go door-to-door in the neighborhood to invite children to VBS. Then pray for those who have been invited.
- Collect and distribute items church members have donated or loaned; put names on all the items that will need to be returned.
- Make sure the AV coordinator will be ready and able to play the pre-session mp3 and the PowerPoint slides.
- Check with all VBS staff to make sure all needs are filled.
- Make copies of the registration card. (A customizable document is included.)
- If your daily schedule will vary from the suggested times, make your own detailed schedule.
- Pre-register children who attend your church.
- Discuss with the AV team any additional needs that you will have for the Sabbath Celebration.
- Print fliers to give to parents inviting them to the Sabbath Celebration (included in VBS packet, under "flyers").

Do by _____ (1 week before)

- Hold a prayer session.
- Complete all unfinished tasks from above.
- Check the website for pre-registrations. Make sure you have enough materials for all children pre-registered as well as those who are likely to come and register when it starts.

- Make copies of the attendance record if not using online registration forms.
- Finalize the Sabbath Celebration program with the pastor, platform chair, and AV team.
- Make sure the AV team has MP3s for songs, PowerPoint for all songs.
- Make sure church AV team has MP3s for songs, PowerPoints, etc. for the Sabbath Celebration.
- Remind greeters about the upcoming Sabbath Celebration, make sure they are prepared.

Do by _____ (1 day before)

- Set up all stations.
- Assemble supplies.
- Do a dry run of the program with all presenters and group leaders.
- Pray, pray, pray.

Do by _____ (during VBS)

- Debrief with the group after every VBS meeting. Discuss what went well and what didn't go well. Troubleshoot prior to the next session.
- Identify children who will participate in the Sabbath Celebration.
- Hand out Sabbath Celebration invitations.
- Remind children and their parents about the Sabbath celebration.
- Remind children and leaders/participants to wear their VBS T-shirts to church.
- (Last evening of VBS) Get a picture slide show to the AV team for Sabbath Celebration.
- (On Sabbath morning) Review the Sabbath celebration program run sheet with all participants, platform chair, and the AV team.

Do by _____ (after VBS is finished)

- Clean up, tally, and list left-over supplies that can be used another year.
- Store items in a tub or VBS closet in the church.
- Make a list of children to invite to VBS next year. Give a copy to the church's interest coordinator.
- Follow up with parents and families who have attended.
- Give a report to your conference's VBS ministry department.
- Continue praying for the children who attended and their families.

Staff Positions

The following list of staff positions and ministry descriptions is intended to be a guide, not a mandate. In larger churches, the list may need to be expanded beyond what is given here. In smaller churches, staff members will hold more than one position, and some positions may go unfilled. A small VBS, even with some positions unfilled, is better than none at all. But think big and pray much, and you may be surprised what God will do.

- Director
- Assistant director
- Prayer team coordinator
- Music leader
- Presenters (2 stations)
- Activity Adventures coordinator
- Food coordinator
- Craft coordinator
- Registration coordinator
- Advertising and communication coordinator
- Audiovisual technician
- Decorations coordinator
- Photographer/videographer
- Daily clean-up coordinator
- Age-group “shepherds” and assistants

Staff Position Descriptions

Director

The director should have a passion for evangelism and see the potential in VBS for fruit for the kingdom of God. He/she should inspire others to envision a harvest from this long-term seed sowing effort.

The director needs to be a team builder, leader, and organizer. The director recruits all the other team members and assistants and maintains close communication with the position leaders. He/she will hold planning sessions to pray with staff, inspire others, make assignments, and practice as needed. He/she will hold work days to prepare props and supplies and to prepare the facility for the week of VBS.

The director will work with the church board regarding scheduling, staffing, location, and funding. He/she will involve the local church pastor and leaders in active participation. If possible, the pastor should be a presenter or leader so that the children and families will identify him as being integrally involved in connecting them to Jesus.

The director is responsible for implementing mandatory child safety policies and educating all VBS staff about child safety issues. This includes making sure all volunteers have filled out a Volunteer Service Form (required by the General Conference Risk Management). Your pastor or

conference children's ministry coordinator should be able to provide you with the form used in your church or conference.

The director will be responsible for planning the Sabbath Celebration program.

Assistant Director

The assistant director shares the leader's passion for leading children to Jesus through VBS. Assist the leader as much as possible. May also be one of the coordinators or presenters.

Prayer Team Coordinator

The prayer team coordinator will recruit people willing to pray for the outpour of God's Spirit on the VBS and all participants. The eternal success of your VBS depends on this ministry of prayer. This person needs to pray daily, during the weeks and months preceding VBS, for all the VBS staff as they prepare and for the children and their families who will be attending. During the week of VBS, this person will be responsible for finding church members to pray during the actual time that VBS is occurring. The director should communicate with the prayer team coordinator about any specific needs or blessings. The prayer team will then make sure that these are brought to our Heavenly Father.

Music Leader

The music leader has a passion for honoring God through sacred music and can enthusiastically lead children in praise and worship. The Music leader will choose music that is upbeat, kid friendly, and easily remembered. He/she will learn the theme, scripture, and other program songs in advance. The music leader coordinates accompanists and makes sure all musicians have the music ahead of time so they can master it. If appropriate, the music leader can involve the church's teen group and possibly even some VBS children in leading the music.

Presenters

Note: 2 different stations - Nature Corner and Bible Story stations.

The presenters need to love children and Jesus passionately. They should understand the importance of children experiencing conversion. They will not read or even just memorize the theme talks, but will internalize the material sufficiently to be able to speak from the heart with joy and sparkle. They will be responsible for any additional props that might be needed.

Activity Adventures Coordinator

The activity adventures coordinator arranges and directs all the games. This person is responsible for finding items needed for the games and making sure everything is ready to go each night. He/she can lead the games or appoint someone to lead the game. This person should also be responsible for finding appropriate assistants (usually teens).

Food Coordinator

The food coordinator is in charge of all that involves food: purchasing food and utensils, food prep, food set-up, and clean-up. This person can delegate to others on a team, but ultimately will be responsible for the success of the meal.

Craft Coordinator

The craft coordinator is involved with the purchase and set-up of all craft materials and coordinating helpers. In addition he/she will be responsible for helping teach how to do the craft or appointing someone to do this.

Registration Coordinator

The registration coordinator works with the advertising and communication coordinator to make sure there is a way to pre-register online. He/she coordinates onsite registration including designing registration forms. Keeps record of all children who come to VBS each night. Comes up with an appropriate check-out system when parents come to pick up children.

The registration coordinator finds helpers and comes up with a system to prevent children being lost or alone without an adult. Needs to make sure all unused entrances to the facility are locked and monitored.

If the registration coordinator makes their own form, it will need to include allergies, emergency phone numbers, and special needs of any child attending. If a child has a food allergy, the food coordinator must be notified (recommend a special armband for that child or name badge with food allergy label). Write each child's name on a name tag and secure it on the child (peel-and-stick, clip on, pin on, or lanyard tags).

If applicable, the registration coordinator should also notify Adventurer and Pathfinder Club Directors regarding potential new club members so they can invite children and families to information/enrollment meetings. He/she can also give the families of VBS attendees appropriate information about the local Seventh-Day Adventist school. If possible, introduce them to the teacher(s) and/or principal.

The registration coordinator should also make sure each child/family receives an invitation to Sabbath school and worship services in your local congregation.

Advertising and Communication Coordinator

This person is responsible for coordinating advertising both to church and local community. He/she should check with local newspapers and radio stations for free advertising and look for other creative ways to advertise VBS in the community. This person should begin several months in advance to publicize the dates for VBS on the church calendar. This person also communicates in advance with the church family via creative verbal announcements, bulletin notes, and flyers/inserts.

Other responsibilities include the following: arrange for online registration through the church website (work with registration coordinator); make signs to advertise VBS as well as direct people toward the correct place to enter facility; and coordinate transportation (if needed) of children in the local community.

At the conclusion of VBS, this person works with VBS leader, audiovisual technician, and photographer/videographer to report on the event to the church and community.

Audiovisual Technician (AV technician)

The AV technician operates the church's sound/video systems. He/she meets with all presenters and musicians every single night prior to the program starting and runs through the program with them. He/she coordinates powerpoint slides for the main presentation and musicians. He/she makes sure all mics, slides, sound tracks, and any other AV device are working before the program. Double check with musicians to make sure the powerpoint for songs is in the correct order with the correct words.

Decorations Coordinator

The decorations coordinator is responsible for decorating the facility to fit with the theme. He/she is responsible for clean-up of the facility once the VBS program is completed. This person will also need to make sure all decorations are stored in a way that they can be reused if needed.

Photographer/Videographer

The photographer/videographer takes pictures/videos of children and activities throughout the week. He/She must ensure parents have signed photography permission slips. He/she tries to include every child and staff member and activity if at all possible, especially if there is a small group of children attending. If the numbers are overwhelming for individual shots, he/she will focus more on group photos and action shots. He/she will prepare a slide show/video, with VBS music in the background if possible, to show on Sabbath as a report to the church (work with communication coordinator on this project). The slide show/video may also be shown as a part of the final program on Friday if desired. He/she makes photographs available to the communication coordinator for in print and electronic reports with conference.

Daily Clean-Up Coordinator

The Daily clean-up coordinator is responsible for making sure all rooms are cleaned (trash picked up, chairs put back in order, anything out of place put back, floors vacuumed if needed). This person makes sure all bathrooms are cleaned and stocked with toilet paper and paper towels. Make sure all trash has been emptied. Make sure the kitchen area is cleaned (Food coordinator is responsible for cleaning up the kitchen and eating area).

Age Group “Rangers” and Assistants

We suggest that you group children into the following age groups: Juniors (10–12 years), Primary (7–9 years) and kindergarten (4–6 years). The age group rangers are in charge of their assigned groups of children throughout the daily VBS program, making sure they get from one location to the next without losing anyone. Use the attendance record (from the registration coordinator after the opening assembly) to verify that all the children are present at each station. If there is a large number of children in each age group, assign smaller sub-group assistants. Count the number of children assigned to you at the beginning, then re-count regularly. You may consider rotating children through stations via age groups (see suggested schedule).

Time	Activity	Allotted Time	Frogs	Cubs	Mountain Sheep	Eagles
00:00	Welcome	2 minutes				
00:02	Song Service	13 minutes				
00:15	Theme Talk	10 minutes				
00:25	Announcements	5 minutes				
00:30	Rotate	5 minutes				
00:35	Rotation 1	20 minutes	Activity Adventures & Water Stop	Crafts	Nature Nook	Bible Story, MV Review
00:55	Rotate	5 minutes				
01:00	Rotation 2	20 minutes	Bible Story, MV Review	Activity Adventures & Water Stop	Crafts	Nature Nook
01:20	Rotate	5 minutes				
01:25	Rotation 3	20 minutes	Nature Nook	Bible Story, MV Review	Activity Adventures & Water Stop	Crafts
01:45	Rotate	5 minutes				
01:50	Rotation 4	20 minutes	Crafts	Nature Nook	Bible Story, MV Review	Activity Adventures & Water Stop
02:10	Rotate	5 minutes				
02:15	Wrap up	5 minutes				
02:20	Dismissal					

Note: Mealtime can be added to either the beginning or end of the program. Include an extra 30 minutes for mealtime.

Section	Monday	Tuesday	Wednesday
Theme	<u>A Path to Life Made Possible</u> Recognize God's Love & My Need (STC ch. 1, 2) Keywords unpacked: "You love me so much; thank you for providing a path back to You!"	<u>Start the Journey</u> Repentance/Confession (ch. 3 & 4) Keywords unpacked: "I'm sorry for stepping away from You. Please forgive me. I need Your help; I can't change on my own."	<u>Follow the Leader</u> Consecration (ch. 5) Key words unpacked: "I want to follow Your way, even when it doesn't make sense to me."
Song Service	My God Is So Big Wide, Wide as the Ocean Isaiah 41:10 (Fear Not) The BIBLE Deep and Wide Theme Song: Trailblazer	Isaiah 41:10 (Fear Not) Wide, Wide as the Ocean Deep and Wide Power in the Blood Theme Song: Trailblazer	The BIBLE Isaiah 41:10 (Fear Not) Stand Up, Stand Up for Jesus The Wise Man/Foolish Man I have Decided to Follow Jesus (<i>music not included</i>) Theme Song: Trailblazer
Theme Talk	Adam & Eve made a bad choice, and ever since, man has started trekking down the trail to death. But God loves humanity so much that He created a very costly trail that leads us back to heaven. Jesus had to die to make that trail possible. Because of His love, He gives us a choice. Which trail do you want to follow? One to life or one to death? He is our Trailblazer, showing us the way to life.	Beginning the journey with Jesus means recognizing that we're on the wrong trail, lost, tired, and in need of help. Jesus wants to show us the path to life if we will listen. He won't force us, but if we choose to start this journey with Jesus, we must first acknowledge that we're lost and need Him to show us the path to life. We must be willing to let Him remove the weight of sin.	When you get lost in the woods, you may think you know the way out, but in actuality you just walk in circles. Likewise, man often thinks he knows what's best: "follow your heart" we're told. But God warns us that this is extremely dangerous and leads to death. In order to avoid returning to the wrong trail, we must follow our Trailblazer and His map (the Bible) even when it doesn't make sense to us and when our feelings may tell us otherwise.
Memory Verse	Romans 6:23	1 John 1:9	Proverbs 3:5-6
Bible Story	Escape from Bondage: A Path Through the Red Sea	Zaccheus - Luke 19; DA ch 61	Daniel, Shadrach, Meshach and Abednego - Dan. 3 & 6
Nature Nook	"We may try to fill our lives with other things, but recognizing God's love is the only thing that truly fills our hearts." <u>Science illustration</u> : Elephant toothpaste <u>Nature Gem</u> : Fruit Forms from flowers--diverse shapes, sizes, smells, colors. God gives beautiful things in nature to remind us of His love and care each day.	"Jesus removes the sin from our lives." <u>Science illustration</u> : iodine water turned clear with bleach. Jesus washes us clean. <u>Nature gem</u> : Ferns (clean deadly gases from air just as Jesus takes our deadly sins and produces a new life.	"We must build our lives based on what God says is good, not on what we think is good" <u>Science illustration</u> : The house built on a rock stays firm while the house built on sand falls apart. What does it mean to build our life on Jesus? Following Jesus is always the safest, even when my way seems like a good idea. <u>Nature gem</u> : Coney/rock hyrax. These animals stay safe because use rocks for protection.
Craft Station	Make a "Jesus loves you" compass	Make a kaleidoscope	Make a S.T.O.P. sign
Activity Adventures	Great Controversy Tug of War (only YOU decide who wins your heart) Nature obstacle course relay"	Mr. Hiker, What Time is It? Tag variation Object Freeze Tag	Mirror Game Simon Says (use hiking terms or cardinal directions)
Food	Bagal bar	Pasta picnic	Taco bowl

Section	Thursday	Friday	Sabbath
Theme	<u>Trust the Promise</u> Faith and Acceptance (ch. 6) Keywords unpacked: "I trust that You have forgiven me. I rest in You."	<u>Keep Hiking</u> Growing in Christ (ch. 7) Knowledge of God (ch. 10) and Privilege of Prayer (ch. 11) Keywords Unpacked: "Please make me more like You each day"	<u>Jesus My Trailblazer</u>
Song Service	Power in the Blood Deep and Wide The Wise Man/Foolish Man I Have the Joy, Joy, Joy Theme Song: Trailblazer"	Fear Not! (Isa 41:10) Stand Up, Stand Up for Jesus Read Your Bible Pray Everyday I Have the Joy, Joy, Joy Theme Song: Trailblazer	Power in the Blood (#294 - 3 verses) I Have Decided to Follow Jesus (Chorus, <i>music not included</i>) Stand Up, Stand Up for Jesus (#618, vs. 1, 3, 4) Special Music: Trailblazer
Theme Talk	When I ask for Jesus' forgiveness, I can trust that I am forgiven whether or not I feel saved. I can have confidence coming to God because Jesus is my Trailblazer.	We stay close to our Trailblazer Jesus when we listen to His directions through our Trail Map, the Bible, and we talk to Him through prayer. That's how we keep hiking with Jesus, growing spiritually every day. He wants to keep hiking with us, helping us become more like Him, until we walk into heaven one day. Story of Enoch	Sermon should tie into the week's theme.
Memory Verse	1 John 2:28	Philippians 1:6	Have children recite memory verses from the week for "scripture reading"
Bible Story	Prodigal son	Peter	N/A
Nature Nook	"We can rest in God's love every Sabbath." <u>Science illustration:</u> Different substances float. Jesus wants us to be able to float above the problems of life. <u>Nature gem:</u> Bear. Hibernation, brumation, etc. Why need for rest? Importance of spiritual rest. God sets aside a whole day each week to remember our trust in His salvation. Be still and know.	"We must seek Jesus every day in order to grow spiritually." <u>Science illustration:</u> Water, sugar, yeast in waterbottle with balloon on top. Others can tell when we are filled with the Holy Spirit; grow spiritually But can we grow spiritually by only occasionally seeking Him? No! <u>Cup illustration.</u> As we daily spend time with Him, our spiritual life becomes stronger. <u>Nature gem:</u> butterfly/metamorphosis. Jesus transforms us when we seek Him every day.	N/A
Craft Station	Color a fabric bag	Make a birdhouse	N/A
Activity Adventures	Object Freeze Tag (Backpack and Stuffed Animal) Hike/Rest Game (Red light/green light)	Tall, Tall Tower Relay Fishers of Men (variation Sharks and Minnows)	N/A
Food	Tortilla wraps	Trail gorp	Potluck

Staff Schedule

Time	Staff Event
_____	Staff Prayer
_____	All staff in position
_____	Program begins in Sanctuary
_____	Rotations begin by group
_____	Dismissal
_____	Clean-up
_____	Debrief (at least one adult from each group)
_____	Head home to prep for next day

Registration Tips

Registration is a key part of VBS and should start long before the program commences. Participants need a way to register well in advance, allowing you to accurately estimate the necessary supplies for each attendee. The following list highlights some of the easiest, free registration options available.

Online

- Google Forms—Free
 - Allows you to make a customized sign-up sheet
 - Assembles everything into an Excel spreadsheet
 - Can be accessed with link or QR code
- VBS Pro (<https://vbspro.events/>)
 - Free
 - Allows you to make a customizable sign-up sheet
 - Allows you to track attendance
 - Assembles everything into an Excel spreadsheet
 - Can be accessed with a link or QR code
- Phone
 - Google number
 - Can forward to any phone
 - Will transcribe voice messages
 - Church number
 - Links to a secretary (real person)
 - Must be checked frequently
- Paper
 - Template provided
 - Must be collected and data put into a computer or handwritten spreadsheet

Logistics

Event registration is crucial, since the registration team will be the first and last staff members participants encounter. It's important to have your friendliest and most organized staff serving in this role to ensure a positive experience for all attendees.

Organize children into animal groups ahead of time, allowing for up to four groups (Cubs, Mountain Sheep, Eagles, Frogs), with no more than 25 children per group. While you may choose to divide children by age, it often works better to keep siblings together and allow for age-diverse groups. If you have a smaller program, you may only need to divide children into two or three groups.

Print name tags on multicolored cardstock corresponding to each group. Use lanyards to hold the name tags. The easiest way to create labels is to import data from a spreadsheet, which is why using an online registration system can be so powerful and helpful. Names can easily be imported into an Avery template. If you use Avery's online templates, names will import automatically.

You can also use their “blank” labels and insert the Jesus My Trailblazer VBS logo (see Avery 5390 templates), or design and print your own labels.

Pre-order double matching wristbands (available on Amazon; search: WristCo Neon Blue Duplicate # Tyvek Wristbands for Events – 500 ct). Coordinate wristband colors to match the cardstock colors used for name tags. Ensure each child receives a lanyard color that matches their name tag.

Responsibilities

At the beginning of each VBS evening:

- Have at least two registration lines: one for pre-registered families and one for on-site registration.
- Before the first day of VBS, ensure all name labels are printed for children who have pre-registered (template provided: Child Name Tags).
- When parents drop off their children, give the parent a matching wristband. This wristband must be presented again to retrieve the child at the end of the program.

At the end of each VBS evening:

- Parents collect their children directly from their assigned groups.
- Rangers match parent and child wristbands to ensure children are released to the correct adult.
- Collect name badges as each child leaves.

Follow-Up & Outreach

The information collected from parents is extremely valuable. By analyzing this data, you can tailor outreach efforts more effectively and identify areas of greatest impact. Maintaining a well-organized parent contact database also allows you to keep families informed about upcoming programs.

Ultimately, the purpose of VBS is to win souls for Jesus’ kingdom. Staying connected with families after VBS is vital—many parents have eventually joined a church because of relationships formed through a VBS program.

Other Forms

Ask each parent if children have a medical need such as

- Severe food allergies
- Medical concerns (e.g., seizures)
- Custody or release restrictions

Use a white, plastic wrist band for medical alerts. Write the alert on the wrist band. You can purchase plastic wrist bands on Amazon.

Vacation Bible School Registration Card

Date: _____, 20____

Name: _____ Age: _____

Address: _____ Birthday: _____

Name of Parent/Guardian: _____

Mobile Phone: _____

Home Phone: _____

E-mail: _____

Allergies, special needs: _____

Attendance: M T W Th F S

Vacation Bible School Registration Card

Date: _____, 20____

Name: _____ Age: _____

Address: _____ Birthday: _____

Name of Parent/Guardian: _____

Mobile Phone: _____

Home Phone: _____

E-mail: _____

Allergies, special needs: _____

Attendance: M T W Th F S

Activity Station Rotations

Group “rangers” are responsible to have the children at each station by the beginning time stated in the table below. The station leader should plan on a 20-minute presentation time with 5 minutes for the children to travel between stations, get settled, and be ready to learn at the next station. (**Note:** For younger children, transition times may need to be longer, to allow for bathroom stops.) Shortly before the end of each session, the “ranger”/timekeeper should signal the station leader at pre-arranged time intervals (such as 5 minutes and 2 minutes), to make sure the session ends on time.

Before copying this chart, fill in the location for each station.

	Craft Station	Nature Nook	Activity Adventures	Bible Story
Time:	Location:	Location:	Location:	Location:
	----- Transition Time -----			
	----- Transition Time -----			
	----- Transition Time -----			
	----- Transition Time -----			

Notes

Notes



My Bible First Vacation Bible School

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