Director's Guide



STARLIGHT AIRLINES

Journeys to the Past That Could Change Your Future!

A Vacation Bible School curriculum for the Church of the Nazarene, Inc.

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OVERVIEW



Join us as we journey to the past in order to change our futures! Kids will have a blast as a nervous but enthusiastic flight attendant welcomes them onboard Starlight Airlines, where mad scientist and inventor Captain Gen pilots his time-traveling airplane for adventure after adventure.

As we break the "time barrier" in Captain Gen's special airplane, we will visit key moments chronicled in the book of Genesis. Flight 101 will take us to the time of creation, when God made humans as the pinnacle of his creation. Kids will learn that because God created them, they have great value and worth. God's love for us since creation is an example of prevenient grace. Flight 202 requires a water landing at the time of the Great Flood, when God's plan saved Noah, his family, and humanity thereafter. Kids will learn that God also has a plan, through Jesus, to save them from sin. God's loving plan for redemption is an example of saving grace. Flight 303 heads for an unknown destination, just as Abraham obeyed God even though he did not know where he was going. Kids will learn that God calls them to walk in a close relationship with him. God's loving desire for us to know him well is an example of sanctifying grace. Flight 404 is filled with turbulence, helping us imagine what Joseph's turbulent life was like. Kids will learn that God can strengthen them during difficult times. The loving way God walks with us through difficulties is an example of sustaining grace.

Each flight will help children see God's goodness and faithfulness as we celebrate God's grace. These lessons from Genesis are relevant to us today, impacting our futures and even our eternity!

During each lesson, the Ticket guides children to a simplified message that will stay with them long after VBS ends:

- God made me. (Flight 101)

- God saves me. (Flight 202)

- God calls me. (Flight 303)

- God strengthens me. (Flight 404)

The Starlight Airlines experience begins before kids even enter the main worship area. When children arrive at your church, they will check in at the airline counter. Here, volunteers can give children boarding

passes with their names and the group they belong to. You can also give each child a passport that can be stamped each time they visit Starlight Airlines. Volunteers at the airline counter should tell children "Thank you for traveling with Starlight Airlines. Have a great flight!" and point them toward the airplane.

Flight attendants should be at the doors of the main room to welcome children, check boarding passes, and help them find their seats on the "plane." Tour guides (small group leaders) should be in place in each section, ready to welcome children to their group.

Each session will begin with an outbound flight that contains a welcome, worship music of your choice, introduction of today's Ticket and memory verse, a skit, and an offering project.

After the opening session in the airplane, the children will go with their tour guides to explore different activity rotations inside and outside the airport. At On Location, they will hear a Bible story presented by Star, their light attendant. The Food Court is a spot to enjoy snacks. While there, tour guides will review today's Ticket, lead a short discussion about the Bible story, teach motions for the day's memory verse, and organize an activity to help kids learn the verse. (Note: If you choose to have five rotations, tour guides will lead these activities during the fifth rotation.) Children will play a game to reinforce the day's lesson during The Runway. At the Souvenir Shop, children will create a craft to help them remember their adventure.

During the closing, students will review all they have learned before making the return flight and reuniting with friends and family.

Starlight Airlines is a four-day experience, with an optional fifth day (see page ??), to take the love of God to the community through a missions project. A closing celebration is also included to give the children an opportunity to share what they have learned with their families and allow you or your pastor the opportunity to invite parents and other guests to begin a relationship with God.

VBS is one of the most important ministries to reach children and their families with the life-changing love of God. May this VBS, which features visits to the past, truly impact the futures – and eternities – of many in your community.

MISSION

To introduce children to God's love and help them grow and mature in a lasting relationship with God through prevenient grace, saving grace, sanctifying grace, and sustaining grace.

WHY INVEST IN VBS?

Our mission is to reach all children with the good news of Jesus Christ so that they may be transformed by his saving grace, live Christlike lives through the power of Jesus' presence, and then share his love to transform the world.

WHAT IS VBS?

Typically, VBS is a four or five-day ministry to children that takes place two to three hours each day. Some churches may choose to have one or two-day events, or to spread the event out over multiple weeks. VBS is designed to reach children and invite them and their families into a relationship with Jesus. VBS is a tool for the local church to draw others into their church fellowship for the purpose of making disciples in all nations and helping them grow into disciple makers.

HOW CAN VBS WORK?

Vacation Bible School can be approached in many different ways.

- Mid-week discipleship programs: held in church or wherever your small groups meet. This curriculum can be divided up easily to cover several weeks or even months of discipleship ministry.
- Backyard Bible clubs: Held at the homes of church members, culminating in a weekend church service or event.
- On-site VBS: Held in the church building, culminating in a weekend church service.
- Community-site VBS: Held in a central location in a target ministry area. This can be in a community center, a playground or park, or a building you rent for the week close to the neighborhood your church is strategically targeting. The activity can culminate in a weekend church service.

GOALS

- To reach children and their families in your community with the good news of Jesus Christ;
- To connect with children and their families in meaningful, practical, and helpful ways;
- To help children grow spiritually through learning scriptures and biblical principles;
- To provide opportunities to model Christlike service.

TARGET AGE

The recommended ages are 5-12 years old or grades K-6.

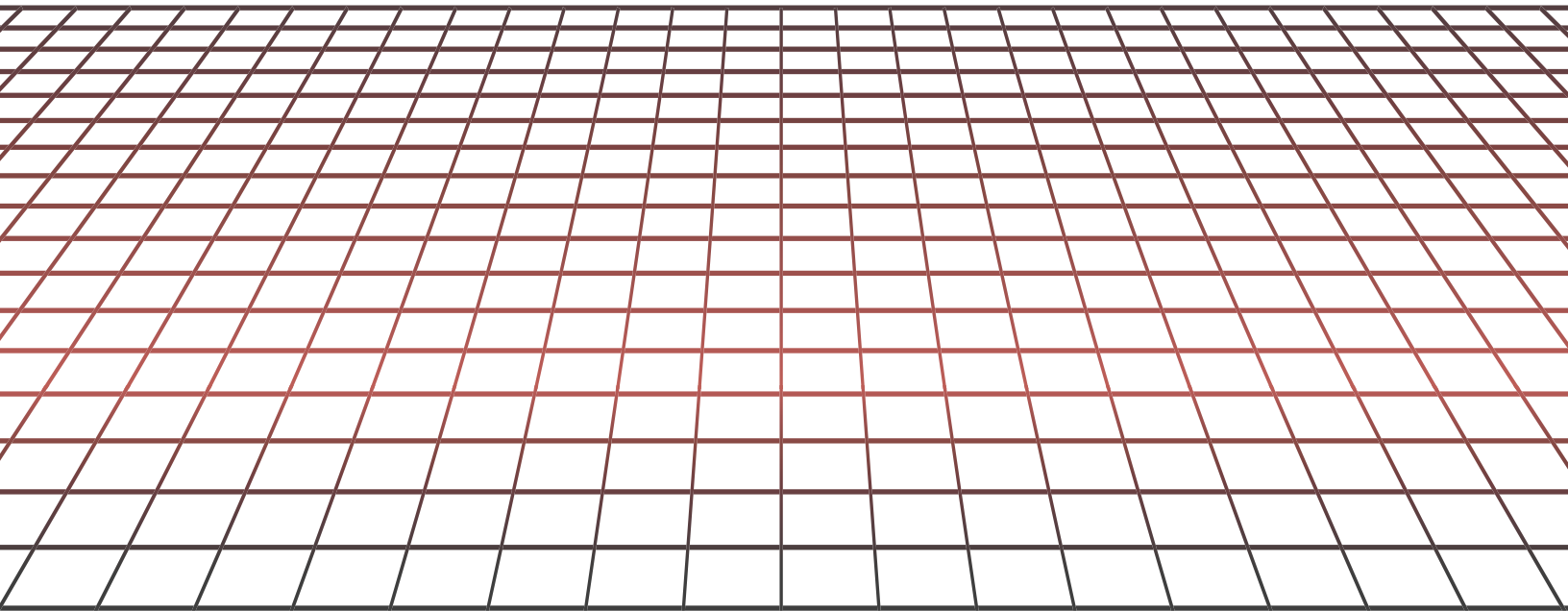
INCLUDING PRESCHOOLERS (OPTIONAL)

Some groups may include preschoolers. Since our material is targeted at children kindergarten through sixth grade, we suggest that preschoolers who attend be accompanied at all times by a parent or guardian. This will give them the security of having a familiar adult near them should they become bored, restless, or fearful.

A few helpful suggestions for including preschoolers in your VBS:

- For liability reasons, parents/guardians of preschoolers MUST always accompany them.
- Be sure parents/guardians of preschoolers complete a registration form.
- Preschoolers can be included in the Activity Rotations with their parents/guardians to ensure they stay focused and on task.
- If more than three preschoolers attend, consider forming a preschool group that rotates separately to the activities. Invite the preschoolers and parents who participate in Starlight Airlines to learn more about your preschool ministry.

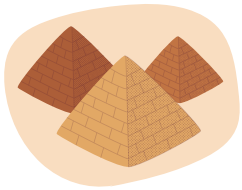
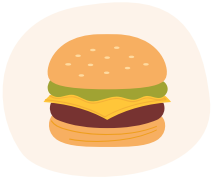
COMPONENTS



WEEK AT A GLANCE

	LESSON 1	LESSON 2	LESSON 3	LESSON 4
	Created by God	**Saved by God**	**Called by God**	**Strengthened by God**
Main Point	People are special because God created us in his image.	God loves people so much he provided a way to save them.	God calls people to walk with him.	God accompanies and strengthens his people so that they can withstand difficulties.
Memory Verse	"God created man in his own image, in the image of God he created him; male and female he created them." Genesis 1:27	"I have set my rainbow in the clouds, and it will be a sign of the covenant between me and the earth." Genesis 9:13	"I will instruct you and teach you in the way you should go; I will counsel you and watch over you." Psalm 32:8	"The righteous person may have many troubles, but the Lord delivers him from them all." Psalm 34:19
Scripture	Genesis 1	Genesis 6-9	Genesis 12:1-4; 13:5-18	Genesis 37, 38-45
Ticket	God made me.	God saves me.	God calls me.	God strengthens me.
Daily Theological Focus	Prevenient Grace	Saving Grace	Sanctifying Grace	Sustaining Grace

WEEK AT A GLANCE

	LESSON 1	LESSON 2	LESSON 3	LESSON 4
	Created by God	**Saved by God**	**Called by God**	**Strengthened by God**
Lesson Icon				
 On Location	Creation	Noah	Abraham's Call	Joseph's Life
 Food Court	Creation Snack Mix or Garden of Eden Scene	Rainbow Fruit Shish Kabobs or Rainbow Graham Cracker	Sandy Crackers or Star Cheese and Crackers	Barbells or Pyramids
 The Runway	Creation Match-up or Fruit Basket Turnover.	Ark Races or Noah's Ark Tag	Airplane Bocce Ball or North, South, East, and West	Turbulence Relay or Joseph's Coat
 The Souvenir Shop	Original Masterpiece or God's Image Mirror	Rotating Ark or Rainbow Streamers	Star Lantern or Sand Art	Shirt of Many Colors or Signet Ring

DAILY SCHEDULE

These are suggested sample schedule options. Choose (or create) a schedule that works best for you.

2-HOUR BACKYARD CLUB EVENING SCHEDULE

6:00-6:15	Leaders' meeting and prayer
6:15-6:30	Kids arrive
6:30-6:55	Welcome and opening music & skit
6:55-7:15	Rotation 1
7:15-7:35	Rotation 2
7:35-7:55	Rotation 3
7:55-8:15	Rotation 4
8:15-8:30	Closing and dismissal

3-HOUR ONSITE MORNING SCHEDULE

8:30-8:45	Leaders' meeting and prayer
8:45-9:00	Kids arrive
9:00-9:40	Welcome and opening music & skit
9:40-10:05	Rotation 1
10:05-10:30	Rotation 2
10:30-10:55	Rotation 3
10:55-11:20	Rotation 4
11:20-11:45	Rotation 5 (pull Bible memory verse activities from Food Court for this added rotation).
11:45-12:00	Closing and dismissal.

OPENING AND CLOSING

Each day will begin with an outbound flight that contains a welcome, worship music of your choice, introduction of today's Ticket and memory verse, a skit, and an offering project.

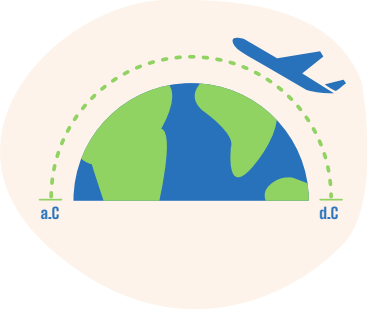
The day will end with a return flight featuring a quick review and a closing skit.

CHARACTERS FOR SKITS DURING OPENING AND CLOSING

Leader/Head Flight Attendant (Could be played by a man or woman who will use his or her own name.) Tries to keep the passengers calm but personally is constantly on the verge of panic. Should dress in a flight attendant costume. (Note: Invite all volunteers to dress as flight attendants and give them flight attendant badges [L1 Resource 5])

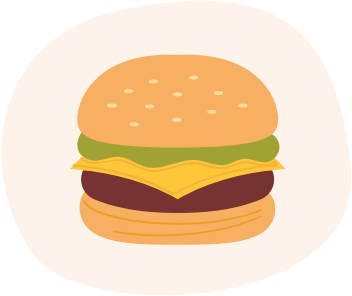
Captain Gen (Could be played by a man or woman.) The mad scientist inventor/captain of the airplane. Does not speak any lines out loud. Should wear an airplane pilot costume with a crazy hat made from a headset with wires and springs and foil coming out of it at all angles. A wild wig could add to the mad scientist look.

SMALL GROUP ACTIVITY ROTATIONS



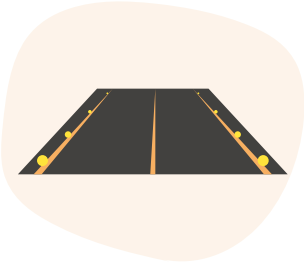
On Location

Children will learn the Bible story from Star, the Light Attendant.



Food Court

Children will enjoy themed snacks as they discuss the Bible story and learn the day's memory verse with motions and an activity.



The Runway

Children will play an interactive game to reinforce the day's lesson.



The Souvenir Shop

Children will create a craft to help them remember the day's lesson.

**Optional fifth rotation – Pull memory verse motions and activity from Food Court if you choose to include a fifth rotation.}*

PRIZES, GIVEAWAYS, AND ENHANCING THE EXPERIENCE (OPTIONAL)

1. Memory verse: Use the memory verse chart to record each child's memorization of verses. At the end of the week, give a prize for verses learned.
2. Consider giving prizes for bringing a guest. Give a prize each to both the guest and the child.
3. Create a photo booth with various flight-related items. The photo booth could also be available for families to take pictures after the closing program.

DECORATING

Do all you can to create the feeling of an airport and airplane. A setting that matches the scene presented is fun for both kids and workers, and helps everyone buy in. Check the Pinterest board for decorating ideas.

Check the **Pinterest** board for decorating ideas. Scan QR code for the link.

OPTIONAL EVENTS



MISSIONS PROJECT

After four days of Starlight Airlines, consider going into the community to put into action what the children have learned about God's love. A fifth day of VBS could be a missions project day. Think of ways in which the children can show God's love to others in their community.

SOME POSSIBILITIES:

1. Locate a place in the community that could use some of the beauty God created. Obtain any needed permission to plant flowers, either in the ground or in planters. Lead the children in cleaning up the area (picking up trash, sticks, etc.) and planting flowers.
2. Share the love we learned God has for each person. Children could make cards with messages such as "You are loved" and "God loves you." Visit an assisted care facility or similar place and distribute the cards to the residents. Sing one of the worship songs from the week in the common room. Be certain to schedule with the facility far in advance and follow any rules they have for visitors. Also, some children may not be familiar with these types of facilities, so be watchful for those children who might struggle with the experience.
3. Prepare care bags for the homeless. Discuss with the children that a way we can share God's love is by caring for the poor. One way we can care for those living in the margins is to give homeless people supplies they may need. Examples of items to put in the care bags include clean socks, protein bars, washcloth, toothbrush, toothpaste, band-aids, baggie of coins for laundromats, hand sanitizer, deodorant, mouthwash, small containers of non-perishable food such as tuna, fruit, and applesauce, plastic fork, and a card with a simple message of God's love. Place the items in a large plastic bag and seal. After the bags are packed, lead the children in praying for those who will receive the bags.
4. Deliver cookies and notes of encouragement made by the children to helpers in the community, such as firefighters, police officers, road construction workers, teachers, and health care workers. Make sure to express appreciation for the ways that these people help us. Remind the children that one way God shows his love for us is by sending people to help us.

CLOSING CELEBRATION

A celebration at the end of VBS, either on the last night or on the following Sunday, ties the week together and gives the opportunity for children to share with their families what they have learned. It also provides a connection event for families who might not have a church home.

The closing celebration might include the following:

1. A short, 15-minute program.
2. Tour of the classrooms with displays from all the activity rotations.
3. Refreshments including drinks and themed cookies or snacks or a full dinner for families.

CLOSING PROGRAM SCRIPT

Setting: Inside an airplane.

Line the side walls with paper and draw airplane seat outlines (L1 Resource 3). For each seat, add a rounded window with blue sky and fluffy white clouds. On the platform, put up a curtain or some type of backdrop that Captain Gen will go behind when he enters the "flight deck." Add the Starlight Airlines logo. (L1 Resource 4). LED light strips would make a great addition.

Props: Tickets for lessons 1-4 printed or on a PowerPoint slide; memory verses printed or on PowerPoint slides; optional PowerPoint slides featuring highlights of the week divided by days or lessons. (Correlating slides can be shown while each lesson is discussed.)

Participants: Leader/Head Flight Attendant; Captain Gen; music leader(s); pastor or children's pastor.

1. **Leader/Head Flight Attendant** (Could be played by a man or woman and will use his or her own name.) Tries to keep the "passengers" calm but personally is constantly on the verge of panic. Should dress in a flight attendant costume. (Note: Invite all volunteers to dress as flight attendants and give them flight attendant badges [L1 Resource 5])
2. **Captain Gen** (Could be played by a man or woman.) The "mad scientist" inventor/captain of the airplane. Does not speak any lines out loud. Should wear an airplane pilot costume with a crazy hat formed from a headset with wires and springs and foil coming out of it at all angles. A wild wig could add to the "mad scientist" look.

Script:

Leader: Welcome aboard Starlight Airlines flight 505! On this flight, we will celebrate all that our kids have learned as they have traveled with us during Vacation Bible School. Thank you for allowing us the privilege of hosting these kids and for joining us to see what Starlight Airlines is all about.

Ladies and gentlemen, please find your seats here on the airplane and make sure your belongings are stored in an overhead compartment or under the seat in front of you. (*Leader looks at audience.*) Oh, it doesn't appear that this airplane has overhead compartments, so just keep your belongings nearby! My name is (*insert name here*) and I will be one of your flight attendants on this adventure. I'd like to introduce you to others who are important to Starlight Airlines and give you a chance to express your appreciation. (*Introduce Star and other volunteers and give the congregation a chance to applaud.*)

As you can see, it takes a great team to keep Starlight Airlines running.

Before we take off on Flight 505, our worship team will lead us in some pre-flight worship. We will sing some of the songs we have learned during VBS. Please stand and join us!

Worship Music:

If possible, provide the lyrics on PowerPoint slides or post them where everyone can see them. Choose a few of the songs from the week and sing them all here, or if you prefer, intersperse them throughout the service.

Leader: Thanks for joining in our pre-flight worship.

Offering:

Leader: You might be wondering about paying for your flight today. Great news! This church has covered the cost of your flight. That means if you are able to and would like to give, your offering will support important ministries of this church. Speaking of important ministries, this week our passengers gave to support the Kids Reaching Kids offering project. (Share information from Kids Reaching Kids and give an update on the offering results. Take today's offering.)

Now let's make sure we're ready for departure by doing a Ticket check. Each day we had a Ticket that told us our focus. To travel on Flight 505, you must have Tickets one through four, so we will check those now.

The first Ticket is "God made me."

(*Hold up paper/posterboard ticket, L1 Resource 1*)

Please say that with me. (*Do the motions while saying the first Ticket.*) God (*Point to sky.*) made (*Move hands as if creating something with playdough*) me. (*End with thumbs pointing at self.*) Great job!

Captain Gen created this special airplane, but he started with metal and glass and wires. On Flight 101, we broke the time barrier and went back in time to learn that God created everything there is, and he started with nothing! He created us because he wanted us to live in relationship with him. He also made us special. The Bible says God made us in his image. Please say our verse for Flight 101 with me: "God created man in his own image, in the image of God he created him; male and female he created them" Genesis 1:27 (L1 Resource 2).

On Flight 101, we learned a truth that impacts eternity: God created us, and he made us in his image. That trip to the past changed our future because we realized we are special to God!

(*Optional: Show PowerPoint slide highlights from Flight 101.*)

The Ticket for Flight 202 is "God saves me." (*Hold up paper/posterboard ticket, L2 Resource 1*)

Please say that with me. (*Do the motions while saying the second Ticket.*) God (*Point to sky.*) saves (*Reach down and pull up as if pulling someone from water.*) me. (*End with thumbs pointing at self.*) Great job!

On Flight 202, we broke the time barrier and made a water landing at the time of Noah and the Great Flood. We learned that, sadly, most of the people God created turned away from him. Noah stayed faithful to God, and God promised to save Noah's family. Floods came, but because Noah obeyed God, he and his family were safe in a huge boat called an ark. After the rains stopped and the water went down, God gave a beautiful sign to Noah.

Please say our verse for Flight 202 with me: "I have set my rainbow in the clouds, and it will be a sign of the covenant between me and the earth" Genesis 9:13 (L2 Resource 2).

Flight 202 taught us another truth that impacts eternity: God loved people so much that he had a plan to save humanity from the flood. And God loves us so much that he sent Jesus to save us. That trip to the past changed our future because we realized we can ask God to forgive our sins!

(*Optional: Show PowerPoint slide highlights from Flight 202.*)

The Ticket for Flight 303 is "God calls me." (*Hold up paper/posterboard ticket, L3 Resource 1.*) Please say that with me. (*Do the motions while saying the third Ticket.*) God (*Point to sky.*) calls (*Put hands on either side of mouth, as if to amplify voice.*) me. (*End with thumbs pointing at self.*) Great job!

On Flight 303, we flew to a mystery destination to learn about Abraham. God called Abraham to leave what was familiar and follow him in a new and exciting relationship of trust. God called Abraham, and God promised to teach him, guide him, and protect him as he followed.

Please say our verse for Flight 303 with me: "I will instruct you and teach you in the way you should go; I will counsel you and watch over you" Psalm 32:8.

Flight 303 taught us a truth that impacts eternity: God calls us to follow him in a new and exciting relationship. That trip to the past changed our future because we realized we can trust God to know what is best for us!

(*Optional: Show PowerPoint slide highlights from Flight 303.*)

The Ticket for Flight 404 is "God strengthens me." (*Hold up paper/posterboard ticket, L4 Resource 1.*)

Please say that with me. (*Do the motions while saying the fourth Ticket.*) God (*Point to sky.*) strengthens (*Make "muscle" arms and flex biceps.*) me. (*End with thumbs pointing at self.*) Great job!

On Flight 404, we experienced turbulence! Our turbulent flight helped us learn about Joseph, who ran into difficulty after difficulty. Through it all, Joseph kept trusting God, and God made him strong. God helped Joseph get through his troubles and ultimately, God delivered him.

Please say our verse for Flight 404 with me: "The righteous person may have many troubles, but the Lord delivers him from them all" Psalm 34:19 (L4 Resource 4).

Flight 404's turbulent flight taught us a truth that impacts eternity. Knowing that God goes with you and strengthens you, no matter what you go through, will change your future!

(*Optional: Show PowerPoint slide highlights from Flight 404.*)

Now that we have checked your Tickets, we are getting closer to takeoff. We are so glad that you have chosen to join us for this flight. You might have heard that this airplane you are sitting in is unusual. It is true! This airplane is the special creation of our pilot, Captain Gen. Captain Gen never makes anything boring or simple, so this ride is sure to be exciting. (*Captain Gen enters the stage area.*) Oh, here is Captain Gen now! Can we please applaud the inventor of this plane? (*Captain Gen bows and smiles.*)

Now, I am going to share the safety features of this aircraft. Based on past experience with Captain Gen's inventions, I strongly recommend you fasten your safety belts. (C*aptain Gen whispers something to the leader. The leader speaks loudly to Captain Gen in a shocked voice.*) This airplane STILL doesn't have safety belts? (*Captain Gen whispers to the leader. The leader takes a deep breath and nods.*) We don't have safety belts on this, um, model, but that is okay! I'm sure there aren't safety belts because Captain

Gen knew this would be such a smooth ride we wouldn't need them. Right, Captain Gen? (*Captain Gen dramatically shakes his head no.*)

Well, as I said, Captain Gen never makes anything boring or simple. So let's talk about the safety features of this plane. When you are part of one of Captain Gen's experiments, you want to be on high alert for your safety. Not that anything crazy will happen on this flight – like the time his growing slime overflowed a whole city – or the time his mega-bounce trampoline bounced someone to Mars, or the time – (*Captain Gen smiles a huge, mischievous smile and whispers to the leader. Leader speaks directly to Captain Gen.*) I forgot about that one! (*Leader looks at audience, then back at Captain Gen.*) I don't think they are ready to hear about that.

(*Leader speaks to audience again.*) Of course, safety belts would have been great, but we don't have those, so I'll move on. As you can see, it is fine to stand and move around during pre-flight worship. For your safety, however, be sure you are seated when the fasten seatbelt sign is on. (*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Oh, right. Since we don't have seat belts, there isn't a fasten seatbelt sign. Captain Gen says just be sure you are seated when we break the time barrier. (*Leader raises voice in shock.*) BREAK THE TIME BARRIER? With all these new guests, are you sure it's a good idea to break the time barrier?

(*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen says breaking the time barrier is the best way to see what these kids have learned about the book of Genesis in the Bible.

(*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen says the kids have made important discoveries in the past that will impact their future! In fact, he says they have discovered eternal truths that will impact eternity. He wants you to break the time barrier so you can see a glimpse of what they have experienced. I must say, that sounds exciting! (*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience*.) Captain Gen guarantees it will be exciting.

And at this time, Captain Gen is heading to the flight deck. That means we will take off soon. (*If possible, play a sound effect of a plane taking off.*)

(*Leader holding ear as if listening to an earpiece.*) Sit down! Brace yourselves! Captain says we are approaching the time barrier!

(*If possible, play a sound effect for breaking the time barrier. It could be a woosh or a boom or a siren. If you are unable to play a sound effect, you could invite children to make the sound effect. During the sound effect, the leader should sway and appear to lose his/her balance. Be as dramatic as possible.*)

(*Leader holding ear as if listening to an earpiece.*) Great news. It appears that we have broken the time barrier and we are now landing safely at the time of Genesis. (*Sigh deeply in relief.*) Let me explain what you'll find as you exit the aircraft. Several jetways connect this plane to various parts of the airport. In the airport you will find a Food Court where you can get great snacks, a Souvenir Shop where you can see the souvenirs kids created to help them remember this journey, and a Runway where the kids played some fun games. Don't forget that you will be entering a completely different time zone – all the way back to when the world was first created! Remember to look and listen for whatever it is in the past that might change your future!

Maybe some of you have already figured that out. Maybe you did not know – or you forgot – that you are made in God's image and he longs for a relationship with you. Maybe you did not know – or you forgot –

that God loves you so much, he sent Jesus to save you. Maybe you did not know – or you forgot – that God wants to walk with you and call you into a life that will bless others, and that God can strengthen you when you face hard things. Today we have a special guest who will come and lead us in a prayer that could change your future. (*Invite your pastor or children's pastor up to lead in a prayer of salvation and consecration.*)

Thank you, pastor, for leading us in prayer!

Passengers, thank you again for joining us today on Flight 505. Are you ready for adventure? Please follow your tour guide as you deplane.

(*Dismiss the congregation to tour the various areas of the "airport" or to enjoy lunch together.*)

AIRPORT TOUR

Each rotation should create an exhibit to display what the children learned or made during the week. Use the rotation rooms or use a large room for all the displays.

The Souvenir Shop: Display the crafts the children made each day.

Food Court: Display an example of each day's snack. Provide refreshments such as decorated cookies or one of the day's snacks or serve a simple lunch. Display memory verses by writing them on large poster boards.

Runway: Consider having some simple games such as bean bag toss or soccer available for kids to play.

On Location: If you want, keep the decorations up in the room where you shared the Bible stories. Consider inviting Star to be available to interact with kids and parents.


VOLUNTEERS

PERSONNEL CHECKLIST

We designed Starlight Airlines to be a resource for any size Vacation Bible School. You should be able to customize your VBS to fit small backyard Bible school settings, large church environments, or anything in between. Your staffing needs will depend on how many children you anticipate coming and which stations you will be using. You can use the following list to help you staff your VBS team:

☐ **Director**

Organizes the material to be used and distributes it to the leaders; plans and directs the meetings with his/her staff. Selects, together with the pastor and children's pastor, the staff for this VBS; gives a detailed report of the results and highlights of this VBS. Helps to resolve any major incidents that might arise.

☐ **Assistant director**

Helps the director in the organization of the VBS, coordinates the meetings, assists the director in everything he or she needs. Helps to resolve any minor situations that might arise.

☐ **Secretary**

Attends to communication needs, makes copies of material, keeps records of attendees and volunteers, performs other administrative work as needed, and makes sure all volunteers are trained in Nazarene Safe (child safety) and have had background/reference checks.

☐ **Music leader and/or team**

Responsible for working with the director on choosing music and leading the children during worship music time. They may choose to recruit a team to add enthusiasm on stage.

☐ **Audio/visual leader**

Responsible for sound and PowerPoint (if used). Additional personnel could be used for photography and videos.

- ☐ Photographer
- ☐ Videographer

☐ **Opening/closing leader/head flight attendant**

(if the director does not want to fill this role)

Responsible for welcoming children, introducing the Ticket, "running" the opening and closing as the head flight attendant.

☐ **Skit leader**

Responsible to work with director for recruiting actors for opening/closing and "On Location", designing scenery, gathering props and scenery, and directing skits. Some jobs can be delegated to a stage/prop manager and/or a stage/set designer.

- ☐ Stage/prop manager
- ☐ Stage/set designer

☐ **Captain Gen**

☐ **Star ("On Location" Bible story teller)**

Assistant to help in "On Location" Bible story room

☐ **Leader for Food Court**

- ☐ Assistant

☐ **Leader for The Runway**

- ☐ Assistant

☐ **Leader for The Souvenir Shop**

- ☐ Assistant

☐ **Tour guides (group leaders)**

Tour guides will be responsible to teach actions for the memory verse and lead a memory verse activity/ game that will help children memorize the verse. These activities will happen during Food Court (snacks) or during an optional fifth rotation.

PERSONNEL CHECKLIST

☐ **Prayer effort leader**

Creates a prayer plan and recruits a team to pray before, during, and after VBS. Communicates this prayer plan to the congregation.

☐ **Registration leader**

Organizes registration and keeps attendance records.

☐ **Connection leader**

Creatively plans and implements connection events before, during, and after VBS. Oversees hosts and greeters.

- ☐ **Hosts/airport workers**

  Make sure guests know where to go and work to help them feel comfortable.

- ☐ **Greeters/flight attendants**

  Are stationed at doors to welcome children and their parents as they arrive each day.

☐ **Decoration leader**

Works with director to create a cohesive "look." Works with each station leader in a committee to help with leaders' decorating needs.

☐ **Security**

Provides a safe and secure venue. Has access to first-aid kits. Calls first responders in case of emergency.

☐ **Closing program leader**

Organizes closing program. Works with rotational leaders to create displays of the children's work and provide refreshments after the program.

☐ **Volunteers**

The number you will need depends on the size of each group. They should be willing to carry chairs, tables, TVs, or anything else needed. They will also help the leaders with any assistance needed during and after the VBS.

RECRUITING IDEAS

Recruiting volunteers for VBS is an important job. Approach this as building a team of people who will join God in what he is already doing. Being a part of this team is an honor and not to be taken lightly.

PRAY

Before making your first approach, spend time praying, asking God for guidance, wisdom, and discernment.

Ask God to help you build a team that will work well together and will take the mission of VBS seriously. Ask God to send people who will be sensitive to you and will create an environment that will make a lasting, positive impression on children. Ask him to guide you to the right people at the right time.

PERSONAL INVITATIONS

Before making public announcements about volunteer needs, personally ask as many people as possible. Think through the lead positions and the kind of people who would best fill these responsibilities. For example, the On Location leader should be an excellent communicator with a strong grasp of the Bible. Tour guides (group leaders) should be relational and enjoy talking with children. They should have a committed relationship with Jesus. The Souvenir Shop and Food Court leaders should be detail-oriented and organized. The Runway leaders and volunteers need to be enthusiastic and fun-loving.

ANNOUNCEMENTS

Make announcements during church services. Invite people to join the team. Challenge people who want to make a lasting difference. Do not sound desperate. You want the right people for the right job.

SOCIAL MEDIA

Through the church's social media, communicate that you are building a team.

TEENS

Invite mature teens to help in the activity rotations. They bring a special excitement to VBS. Consider asking teens to meet leadership requirements such as memorizing the motions to the Tickets and memory verses in addition to regular church attendance and obtaining their youth leader's and parents' approval.

PRE-REGISTRATION AREA

Be on the lookout during pre-registration for parents or guardians who would like to invest some time in VBS. Parents who are unable to be present at the VBS program may be willing to contribute to behind-the scenes tasks, such as organizing decorations, crafts, or snacks needed for the event.

MISSIONS TEAMS

Many churches are looking for a place to bring their teens and adults for a week to help a church. Do some research to find out if there are any churches looking for this opportunity in your area.

SKIT ANNOUNCEMENTS

After the church-wide skit announcements, make a request for volunteers. The skits will create excitement and an atmosphere that people will want to join.

FRIENDS OF FRIENDS

Often, an adult will have friends who want to volunteer, especially if their children would like to attend VBS. After appropriate background and personal reference checks, allow friends/new-to-church people to help but not in lead or teaching roles. Assisting with games, crafts, and snacks is a great way to introduce someone new to your church through VBS.

TEAM TRAINING

Provide team training two to four weeks prior to VBS. If possible, place the date on the church calendar early to reserve space, audio visual equipment, and any needed personnel. Provide childcare as needed. Do everything you can to eliminate distractions.

To make the most of this time:

PLAN AHEAD

Share the date with potential volunteers as you recruit. Also, consider videotaping the training, making it available to anyone who is unable to attend. If possible, provide a PowerPoint presentation or other visual aids. Prepare handouts and print resources.

BE INTENTIONAL

Provide an agenda to team members before the meeting and as they arrive. This gives attendees an opportunity to know what to expect and to formulate questions that you may not have addressed.

GENERATE EXCITEMENT

If possible, decorate your meeting area to reflect the theme. Play music in the background as the volunteers arrive.

PROVIDE DRINKS AND SNACKS

Consider asking the Food Court leader to provide a sample snack as a preview from their activity rotation for the volunteers to enjoy.

SAMPLE TRAINING AGENDA

1. Welcome and thank everyone for coming and volunteering their time and energy to provide a lifechanging experience for the children. Give a brief description of the purpose and theme of Starlight Airlines.
2. Introduce VBS leaders, skit characters, and other key volunteers. If you are a smaller group, introduce all volunteers. Provide nametags that identify the area in which each person is working.
3. Review Nazarene Safe policies and practices (available on nazarenesafe.org). Even if all volunteers have gone through Nazarene Safe training, review the policies and any specific instructions for VBS.
4. Distribute the Week at a Glance grid to familiarize the volunteers with the week's activities (see pages 9 and 10). Focus on teaching all the Tickets and memory verses with motions. In addition, review the Bible story for each day.
5. Invite the music leader to review the music that will be taught in the opening and closing sessions respectively.
6. Review the daily schedule. (See below.)
7. Discuss how to lead a child to Christ. (Print the resource for each leader.)
8. Q & A — Allow adequate time to address all the questions. After each section, allow time for questions or ask volunteers to write down the questions. Often, potential questions are answered throughout the training, so waiting until the end of the session saves time.

DAILY SCHEDULE

Explain each section to the volunteers, adding any changes that have been made for your context.

DAILY LEADERSHIP MEETING

Plan to meet together each day to summarize the Bible story, review the day, and pray together. This meeting will last no longer than 15 minutes and should take place 20-30 minutes prior to the start time. Encourage leaders to be prepared to seek God's help as they begin to work together for the children.

CHILDREN'S ARRIVAL

Everyone should greet the children as they arrive. Greeters (flight attendants) will be assigned at the door to direct children and parents to registration. Airline workers should be ready at the check-in desk. Group leaders (tour guides) should be in place to greet children after they register and sit with them during the opening. Make this a fun, high-energy time to set the tone for the rest of the day.

OPENING/ OUTBOUND FLIGHT

Welcome
The director or opening/closing leader (head flight attendant) will welcome everyone onto the "airplane," teach the Ticket, share the memory verse, and introduce the day's lesson. The head flight attendant will also introduce and interact with Captain Gen in a silly skit that mimics an airplane flight and goes with the day's lesson. (Schedule and wording for opening is found in each day's lesson.)

Music
A music leader or team will lead music. All volunteers should fully participate in the singing and motions. When children witness non-participating adults, they get the message that participation is optional. All adults present should lead by example through enthusiastic, cheerful participation.

Offering
The head flight attendant will discuss the Kids Reaching Kids Offering Project or invite the coordinator for this area to share about the project. Provide information about any contest for the week (if appropriate) and how and when the offering will be received.

Dismissal to Activities
At the end of the opening, the children will be dismissed by their assigned small group to follow their tour guides to various rotations.

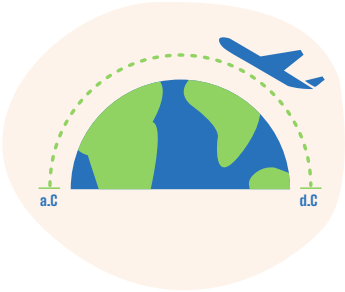
ACTIVITY ROTATIONS

(Instructions for each activity rotation, by day, are included in the Activity Guides.) Share the names of each small group and show them an example of the small group sign (if applicable). This sign can be carried by the leader (tour guide) to identify each small group and to provide a visual for children to follow. For large groups, split children into smaller groups by age. Each group should have an adult leader and one or two assistants (or optional teen helper) to guide them to the appropriate stations according to the schedule. The same person should lead the group each day to provide continuity and connection. Familiarity gives children a greater sense of security and increases the comfort level.

Also, the small group leaders (tour guides) should stay with their group throughout the day and be prepared to guide discussion, teach the memory verse, and lead a game or activity during the Food Court or the optional fifth rotation.

For backyard Bible clubs or very small groups, the entire group can rotate through the activities together.

ACTIVITY ROTATION OPTIONS



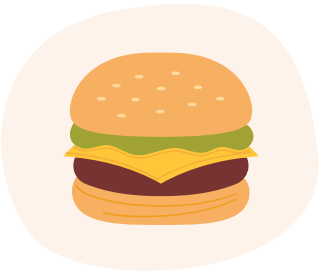
On Location

Star, the light attendant, will bring each Bible story to life. This is the most important activity rotation. Make sure this rotation is not rushed.



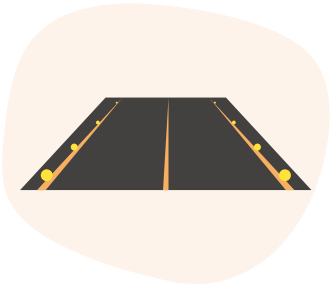
Souvenir Shop

Children will create craft projects that link to the story. Applications of the main point will be made with the craft.



Food Court

Children will create or enjoy a fun snack. During this time, tour guides (small group leaders) will lead a discussion, review the Ticket, and teach the memory verse through motions and an activity. Note: If you choose a five-rotation VBS, separate the snack time from the memory verse motions and game to provide activities for the fifth rotation, which should still be led by tour guides.



The Runway

Children will play active games that reinforce the main point of the day.

CLOSING/ RETURN FLIGHT

The leader will walk children through a quick review and prepare children to "fly back to the present." (Schedule and wording for closing is found in each day's lesson.)

RELEASING THE CHILDREN

Discuss the plan to release the children to their parents in a safe and orderly way.



God will bless your availability and your willingness to pray with a child. Allow God to lead the conversation and trust the Holy Spirit to do the work. If you are praying at an altar next to a child, always ask the child: "Can I pray with you?" and "What would you like me to pray with you about?" Sometimes a child may be thinking of a sick pet, friend, or family member. Children seeking salvation usually express this by saying, "I want Jesus to be my friend" or "I want to be a Christian."

Once you know a child is seeking a relationship with God, lead the child through the following conversation. You can use this as a script or say it in your own words. Pause periodically and ask if the child understands what you are sharing.

Start by asking the child the following questions:

1. DO YOU BELIEVE THAT GOD LOVES YOU?

God loves you and all people. He wants to have a loving friendship with you. John 3:16 tells us that God loves us so much that he sent his one and only Son, Jesus, to make forgiveness possible.

2. DO YOU KNOW WHAT SIN IS?

Sin is disobeying God. Sin breaks our friendship with God and separates us from him. Romans 3:23 says everyone has sinned and no one measures up to God's glory. Everyone has disobeyed God. The Bible says in Romans 6:23 the consequence of sin is death, but the gift of God is life forever in Jesus. Jesus saves us from sin and death. That is good news! Although we do not deserve it, God loves us so much that he made a way to fix our broken relationship with him. 1 John 4:9 says, "How did God show his love for us? He sent his one and only son into the world so that we could receive life through him."

3. DO YOU KNOW WHO JESUS IS?

- Jesus, God's one and only Son, came as a little baby. He grew to be a man who told everyone about God's love and showed people how to love with God's perfect love. He fed hungry people, healed sick people, and made dead people alive again!
- Some people did not believe that Jesus was God's Son and decided to kill him. Jesus allowed

this to happen to show the world God's great love. God brought Jesus back to life and showed his power over sin and death!

- Jesus is alive today! He loves you and wants to be your Savior and friend forever. All you need to do is ask God to forgive you for disobeying him and believe that he will do it. We do not have to stay separated from God! God invites us to accept Jesus' gift of forgiveness and new life as a member of God's family.

4. WOULD YOU LIKE JESUS TO BE YOUR SAVIOR AND BEST FRIEND AND TO BEGIN TO LIVE AS A CHILD OF GOD?

It is as easy as A-B-C!

A- Admit that I have sinned, and I need God to forgive me and to help me change.

B- Believe that God loves me and sent his only Son, Jesus, so that I can be forgiven.

C- Claim Jesus as my Savior, and claim my new identity as a child of God.

5. WOULD YOU LIKE TO PRAY WITH ME AS I PRAY FOR YOU?

Dear God, thank you for loving me and sending Jesus to earth.
Thank you for allowing Jesus to die for the things that I have done wrong and for raising him to life again.
I am sorry that I have disobeyed you.
Please forgive me.
I want Jesus to always be with me.
Help me to obey you every day.
I believe you love me and have forgiven me.
Thank you for making me your child.
I believe that you will be with me forever!
Amen.

Tell the child that when Jesus is our Savior, he will always be with us and help us to live the way that he wants us to live. Romans 12:2 says, "Do not conform to the pattern of this world, but be transformed by the renewing of your mind." Living for God means that we will act differently toward others than we did before. We will want to know his will and do things that please him. We will want to be kind and loving. We will talk to God in prayer and listen to God in his Word. This is how we grow as God's friend.

Tell the child: "I am happy to welcome you as a child of God." Let the child know of your continual prayer support. Be sure to remind the child of the importance of attending church regularly. Also, tell the child it is important to learn more about God through reading the Bible and talking to him through prayer. It is important to inform the child's leader that the child made his decision to become a Christian so that others in the church can follow up with this precious new believer and the family.

VOLUNTEER APPRECIATION IDEAS

One of the most important things to do during and after VBS is to show appreciation to the volunteers. Each one has given of his or her time and energy to help provide a place for children to learn about God's love for them, to be given an opportunity to make a decision to follow him, and to grow in their relationship with him. Don't miss this opportunity to affirm the volunteers for joining God in the work he is doing. Consider using some of these ideas:

1. One of the best ways to show appreciation is to be on time and organized. Don't surprise volunteers with extra work. Communicate clear expectations. Volunteers can feel under-appreciated and disrespected when their time and effort are not honored.
2. Send a note the week before VBS telling each volunteer that you are praying for him or her. As you write the note (or email or text), pray for the volunteer specifically according to each one's responsibilities and also pray for any personal needs.
3. Prepare a breakfast or snack area for volunteers. Place a few signs with encouraging messages around the room.
4. Walk around each day before VBS begins with a sticky note pad and pen. Write little notes of encouragement and stick it to the doors of the room or other areas where the volunteers will see them upon arrival.
5. Arrange for childcare for younger children of the volunteers. Ask the childcare attendants to be available earlier than the meeting each day and to stay afterwards while the volunteers prepare for the next day.
6. Search Pinterest for fun volunteer appreciation gifts. A silly statement attached to a candy bar can make volunteers feel appreciated and loved. Example: Attach a card saying "You've been a lifesaver!" to a roll of lifesaver candies.
7. Send an email or text if you see an action that is above and beyond what is expected. Let volunteers know what you saw and that it made a difference.
8. Provide a volunteer treasure box. Fill it with candy, chewing gum, or other inexpensive items. Invite volunteers to select an item each day because you treasure them.
9. After VBS, host a fun cookout for volunteers and their families.
10. Give all volunteers a handwritten card from you or their area leader with specific statements of appreciation for the roles they played during the week.

PUBLICITY AND CONNECTIONS



PUBLICITY IDEAS

Use as many avenues as possible to publicize Starlight Airlines. Consistent and daily promotion is important as you get closer to your VBS.

1. CHURCH ANNOUNCEMENTS

Use the skit announcements in the Director's Guide to engage your church and create excitement.

2. POSTCARDS

Mail postcards to the community. This resource is available online and is customizable for your church's VBS information.

3. DOOR HANGER

Where it is permissible, go from door to door with invitations. Hang invitations on doorknobs.

4. CREATE FUN COMMERCIALS

Record simple commercials for Starlight Adventures with children and the actors who will play the head flight attendant and Captain Gen. Place these commercials on a church website, Facebook, or show them during a church service.

5. SEND ONLINE INVITATIONS

Use a web service such as evite.com to send out invitations for free.

6. CREATE YOUR OWN MEME

Sites such as imgflip.com can help you with your meme.

7. BLOG

Write a blog about Starlight Airlines. Update it each day with a tidbit of information, a picture of preparations, or a fun joke.

8. POST ON PARENTING SITES

Some communities have online parent sites with activities in the community. Check to see if your community has one, and post your invitation to Starlight Airlines well in advance.

9. FLYERS

Place flyers in places parents frequent in your community: coffee shops, stores (like Walmart), doctor offices, childcare centers, libraries, restaurants. Be certain to ask for permission first.

10. COUNTDOWN

Construct a countdown in your church lobby. Use large numbers with the wording: "Days until our departure on Starlight Airlines: !" (Include the number of days left.)

11. FACEBOOK AD

Create a Facebook ad targeting parents in the community. Although the ads cost money, a budget controls how much money is spent each day.

12. E-NEWSLETTER

Send a newsletter with an invitation. During the week, send an update each day through the e-newsletter.

13. CREATE AND PROMOTE A SCAVENGER HUNT OR PICNIC IN THE COMMUNITY

Those who participate can be invited to Starlight Airlines**.**

14. NEWS RELEASE

If your community has a newspaper, share about Starlight Airlines through a news release or ad. Many communities will post church events for free.

15. OUTDOOR BANNER

Place an outdoor banner where drivers can easily see it as they drive by. Keep the information short and simple. Point them to a website that is easy to remember.

16. FACEBOOK INVITATION

Make a Facebook invitation and encourage parents to use it to invite friends.

17. FLOAT IN PARADE

Does your community have a parade before VBS? If so, consider making a float, and have those walking with the float give out invitations and candy. Include volunteers dressed as flight attendants.

18. SIGNS

Order yard signs (on an "H" stake) from a printing company and place them in church members' front yards (with their permission).

19. WATER BOTTLES

Print labels for water bottles with Starlight Airlines information. Give these out on a hot day at a nearby park.

PROMOTIONAL SKIT ANNOUNCEMENTS

ANNOUNCEMENT #1: INTRODUCING Starlight Airlines

This is an initial announcement skit introducing VBS and inviting participation.

Characters: Head flight attendant (dressed as a flight attendant) and Captain Gen (dressed in an airplane pilot costume with a crazy hat formed from a headset with wires and springs and foil coming out of it at all angles. A wild wig could add to the "mad scientist" look.)

Setting: Inside an airplane

Dialogue:

Leader: Welcome aboard Starlight Airlines flight 6-5-4! Ladies and gentlemen, please find your seats here on the airplane and make sure your belongings are stored in an overhead compartment or under the seat in front of you. (*Leader looks at audience.*) Oh, it doesn't appear that this airplane has overhead compartments, so just keep your belongings nearby! My name is (*insert name here*) and I will be one of your flight attendants on our upcoming Vacation Bible School adventure. Before we take off, I'd like to introduce you to our pilot, and the inventor of this plane, Captain Gen!

(*Captain Gen enters the stage area.*) Here is Captain Gen now! Can we please applaud the inventor of this special plane? (*Captain Gen bows and smiles.*)

Now I am going to share the safety features of this aircraft. Based on past experience with Captain Gen's inventions, I strongly recommend you fasten your safety belts. (*Captain Gen whispers something to the leader. The leader speaks loudly to Captain Gen in a shocked voice.*) They don't have safety belts? (*Captain Gen whispers to the leader. The leader takes a deep breath and nods.) We don't have safety belts on this, um, model, but that is okay! I'm sure there aren't safety belts because Captain Gen knew this would be such a smooth ride that we wouldn't need them. Right, Captain Gen? (Captain Gen dramatically shakes his head no.*)

(*The leader sounds nervous.*) I'm not sure why we are going on such a rough flight without any safety precautions, but we can trust Captain Gen. I think.

(*Captain Gen whispers something to the leader.*) Captain Gen says the crazy flights we make during Vacation Bible School will take us to the past, where we will learn truths that could impact our future – or even eternity! I must say, that sounds exciting! (*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen guarantees it will be exciting.

Don't forget to get your tickets now by signing up and be sure you arrive in plenty of time for our departure at (*state day and time*).

ANNOUNCEMENT #2: PRE-REGISTRATION AND VOLUNTEER RECRUITMENT

This is an initial announcement skit introducing VBS and inviting participation.

Characters: Head flight attendant and Captain Gen

Setting: Inside an airplane

Dialogue:

Leader: ¡Welcome aboard Starlight Airlines flight 3-2-1! Ladies and gentlemen, please find your seats here on the airplane and make sure your belongings are stored in an overhead compartment or under the seat in front of you. (*Leader looks at audience.*) Oh, it doesn't appear that this airplane has overhead compartments, so just keep your belongings nearby! My name is (*insert name here*) and I will be one of your flight attendants on our upcoming Vacation Bible School adventure.

(*Captain Gen enters the stage area.*) Oh, here is Captain Gen! I'm pleased to introduce our pilot and the inventor of this unique plane. (*Captain Gen bows and smiles.*)

Now I am going to share the safety features of this aircraft. Based on past experience with Captain Gen's inventions, I strongly recommend you fasten your safety belts. (*Captain Gen whispers something to the leader. The leader speaks loudly to Captain Gen in a shocked voice.*) They still don't have safety belts?

(*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen says just be sure you are seated when we break the time barrier. (*Leader raises voice in shock.*) BREAK THE TIME BARRIER? We don't even have safety belts, and we're going to break the time barrier?

(*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen says breaking the time barrier is the best way to learn about what happened in the book of Genesis in the Bible. He says going to the past will help us learn truths that could impact our future – or even eternity! I must say, that sounds exciting! (*Captain Gen whispers something to the leader. Leader listens, then speaks to the audience.*) Captain Gen guarantees it will be exciting.

I think we're going to need some help, though, to keep Starlight Airlines up and running. If you'd like to be more than a passenger, see (*name director*) about available roles for tour guides, flight attendants, and airport workers.

And if you're a kid, don't forget to get your tickets now by signing up (*name place.*) Be sure you arrive in plenty of time for our departure at (*state day and time*).

PREREGISTRATION KICKOFF EVENT

Consider gatherings that are important in your community. Is there an event that is already planned where families will be attending? What would be an exciting event that may give you an opportunity to invite families with children to join Starlight Airlines? Or perhaps you can create a fun family or church event to invite the community to attend. During this event, the head flight attendant and Captain Gen can introduce themselves to families and invite children to attend VBS. Provide flyers with important information: dates, times, ages invited, and website or Facebook page. Also, include how to register for the event. Set up a pre-registration table at the event to make it easy for families to register. Put up a photo booth and take pictures of the children who pre-register. These could be used for passports.

Examples of an event to host:

- Family or church picnic
- Barbeque dinner for families
- Carnival with games
- Neighborhood scavenger hunt or escape room
- Outdoor movie night
- Board game night (especially during colder weather)
- Water fun day

REGISTRATION AT THE CHURCH

Set up a pre-registration table in the church foyer and outside the children's area. Make it look like an airport check-in counter and include the Starlight Airlines logo. Promote Starlight Airlines by giving out flyers about VBS. Sign up participants and volunteers at this table.

CONNECTING WITH FAMILIES

Create a culture of connections. Our ultimate goal is to help children develop a lifelong relationship with Jesus. We believe that is best accomplished by connecting to a community of believers. For this reason, VBS is seen as a strategic time to identify families who may be interested in coming to your church and do not actively attend another church. It is important to recruit host volunteers who will focus on making connections with these families. Connect a VBS host volunteer with guest families. This volunteer will be their host for the week, building a relationship with the children and their families through conversation and interaction. Intentional connection with families begins before VBS and continues after VBS is over.

PRIOR TO VBS

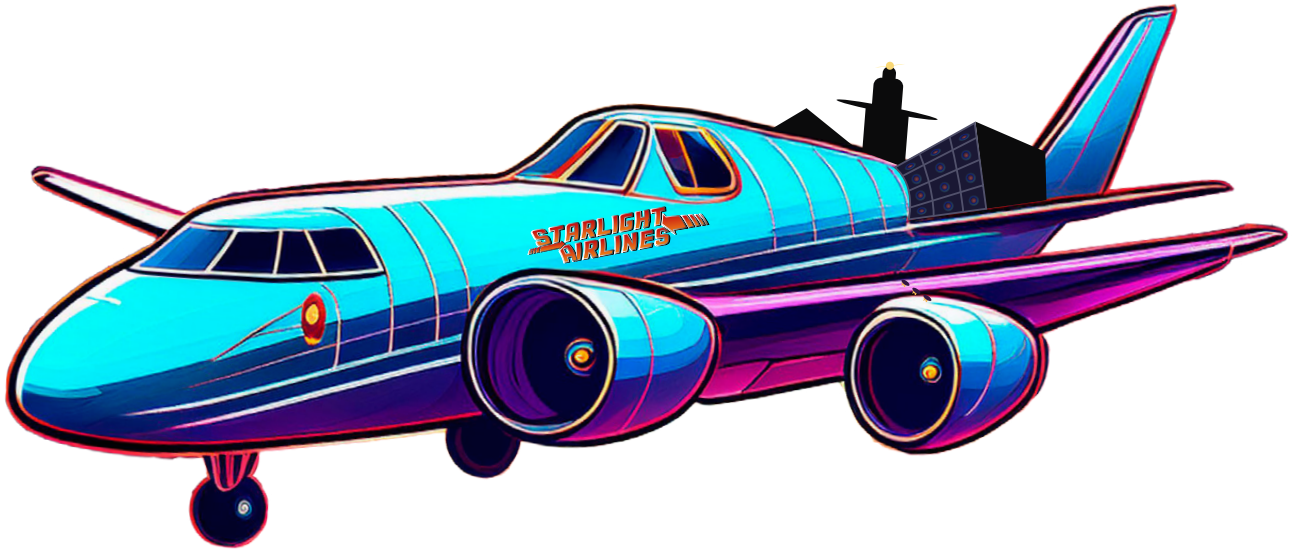
Host a launch event as an all-church activity. Invite guests from the neighborhood. Encourage VBS staff to personally invite friends, especially those who are not actively attending a church. Give flyers or invitations to a child's sports team or class. Send follow-up phone calls and texts. Help to arrange transportation for children who may need it.

DURING VBS:

Invite parents to a Facebook page. Send out an e-newsletter at the end of each day with announcements. Volunteer hosts can make daily connections with guest families, either greeting them when they arrive or at departure. Ask guest families if they have questions. Make sure they understand how dismissal works for each day. Personally invite guest families to the closing celebration and any after-VBS events. Consider providing coffee for parents dropping their children off at VBS. When parents are picking up their children, tell them good things you saw in their child: "Susan was such a great listener" or "Miguel helped someone who was having a hard time making his craft."

AFTER VBS:

For those children who do not come to the VBS celebration service, deliver their crafts to their home. Invite guest families to attend church. Write a card thanking guest families for entrusting you with their children for the week. Include your phone number and email address in case they have a question or need.



RESOURCES



DIRECTOR'S CHECKLIST

☑	WHAT	WHEN	WHO
	VOLUNTEERS		
	Recruit prayer team.		
	Recruit leaders.		
	Recruit helpers and assistants.		
	Schedule and plan training meeting.		
	Lead training meeting.		
	Run volunteer background checks.		
	Check volunteers for Nazarene Safe training. (If needed, conduct dedicated Nazarene Safe Training.)		
	Recruit childcare for meetings.		
	Recruit childcare for VBS week.		
	ADMINISTRATIVE PLANNING		
	Set dates: VBS week, training day, decorating days, goals, etc.		
	Select format and schedule.		
	Set budget.		
	Communicate budget to committees (décor, meals, snacks, etc.).		
	Decide on activity rotations stations.		
	Communicate times, info, etc. to leaders.		
	Decide on offering project.		
	Decide on fifth-day missions project.		
	Plan closing celebration.		

☑	WHAT	WHEN	WHO
	MATERIALS PREP		
	Download and print materials.		
	Give activity rotation leaders their books.		
	Meet with decorating crew.		
	Connect with other churches to share decorations and resources.		
	Gather supplies from other churches.		
	Send email to church asking for supply donations.		
	Send email asking for snack donations.		
	Plan stage and church decorating day.		
	Have decoration plan in place so volunteers know what to do.		
	Order any T-shirts for volunteers.		
	Decide on incentive for inviting friends.		
	Order initial supplies – prizes, decorations.		
	Plan stage, lobby, room, hallway décor.		
	Distribute T-shirts.		

☑	WHAT	WHEN	WHO
	REGISTRATION		
	Plan registration and train registration helpers.		
	Create registration form: online registration and print forms.		
	Plan for pre-registration.		
	Create display for pre-registration.		
	Print name tags for staff.		
	PUBLICITY		
	Plan publicity and implement.		
	Plan kickoff event.		
	Create and print invitation postcard to give to friends.		
	Announce dates in church.		
	Display banners outside of church.		
	Advertise on website, church emails, bulletins, store fronts, newspaper, etc.		
	OPENING/CLOSING		
	Meet to plan opening, skits, etc.		
	Review closing to see if there is anything to add.		
	Load all videos and slides onto computer.		
	Plan dismissal of children to parents.		

☑	WHAT	WHEN	WHO
	SMALL GROUPS		
	Assign children to small groups.		
	Create small group leader bags and name tags.		
	Make sure small group leaders and activity leaders have appropriate supplies.		
	Plan preschool crafts and activities if allowing preschoolers.		
	AFTER VBS		
	Plan Sunday's closing celebration.		
	Plan family dinner after church.		
	Plan follow-up with guests (mail postcards, etc.).		
	Plan cleanup day.		
	Plan evaluation form; create, print, and distribute.		
	Plan leaders' debrief meeting to plan for next time.		
	Send thank you notes!		
	Pack and label supplies for use next year.		
	Compile file with notes and records for reference next year.		

DIRECTOR'S TIMELINE

3–6 MONTHS BEFORE:

- Pray for wisdom as you plan and recruit.
- Decide on date, time, and format for VBS. (In larger churches, this may need to be considered six months to a year ahead.)
- Schedule training meeting, kick off, closing, and other important events with the church calendar.
- Start recruiting leaders. Choose an assistant director.
- Recruit VBS prayer team members. (We hope you will add members to an already existing children's ministry prayer team that will help guide this team to focus on VBS needs.)
- Make a budget.
- Plan publicity with timeline. Choose a publicity coordinator.
- Download and print materials.
- Decide on daily schedule and time frame.
- Decide on optional fifth day missions project and schedule with facility or organization.

3 MONTHS BEFORE:

- Plan activity rotations.
- Plan decorations.
- Start publicity.
- Plan kick-off event.
- Decide on prizes and giveaways and place orders for needed supplies.
- Meet with activity rotation and primary leaders to review plans and distribute materials.
- Order leader T-shirts.

2 MONTHS BEFORE:

- Make first church-wide skit announcement.
- Meet with leaders to check on progress.
- Make list of needed donations.
- Finish recruiting volunteers.
- Announce to congregation the need for donations of supplies and snacks, and give a deadline.
- Check on missions project and confirm plans.
- Place outdoor banner.

1 MONTH BEFORE:

- Intensify communication with the VBS prayer team.
- Start preregistration.
- Place posters in public locations.
- Host kickoff event.
- Plan appreciation for volunteers during VBS.
- Make second church-wide skit announcement.
- Meet with leaders to check on progress.
- Assess donations and make any additional requests for donations with a deadline attached.
- Purchase supplies that did not get donated.
- Prepare and individually package craft items.
- Distribute invitation flyers to congregation.
- Plan closing event.
- Rehearse opening and closing skits.

2 WEEKS – 1 MONTH BEFORE:

- Contact leaders to check on progress.
- Host training meeting for volunteers.
- Check registration numbers and purchase additional supplies as needed.

1 WEEK BEFORE:

- Assign small groups.
- Contact all leaders to check on progress.
- Decorate the areas that will be used.
- Check on missions project location and confirm plans.
- Plan for emergencies and first aid.

DAY BEFORE:

- Walk the VBS area and pray for leaders, volunteers, and children.
- Make sure all areas are ready.
- Make final adjustments.

WEEK OF VBS:

- Communicate daily with VBS prayer team.
- Conduct daily leaders meeting.
- Troubleshoot problems.
- Participate in opening and closing.
- Meet families and engage in conversation.
- Keep attendance.
- Record offerings received.
- Clean areas each day and especially on the last day.
- Take pictures.
- Prepare closing program PowerPoint using pictures.
- Finalize details of closing program.

WEEK AFTER VBS:

- Communicate results to the VBS prayer team and solicit continued prayer for preservation of the VBS fruit.
- Write thank you notes.
- Consider hosting an appreciation lunch for all workers and their families.
- Send evaluation forms.
- Host debrief meeting and record suggestions for next year.
- Follow up with guests.
- Pack and label items that will be reused next year.