

VACATION BIBLE SCHOOL DIRECTOR'S CALENDAR

JANUARY & FEBRUARY:

- Begin the process of deciding upon the curriculum.

MARCH:

- Begin calling the people from last years list of VBS workers, checking for availability.
- Announce in the church bulletin: Pick up applications from Children's Ministry Office for those interested in serving in VBS in July. Make applications available for those who would like to serve in VBS.
- Commit to which curriculum to use.

APRIL:

- Announce in the church bulletin that there will be a GENERAL MEETING for all those interested in serving in VBS and that the meeting will be held in the last week of April.
- Send letters to all who are interested (workers from last year & new applicants).
- Reserve the rooms that are needed for all meetings, Prep Week and VBS Week.
- Order any necessary visual aids for curriculum; flannelgraphs, flash cards, etc.
- Hold a GENERAL MEETING during the last week in April for all those interested in serving in VBS.

MAY:

- Put together a banner for VBS to be displayed at the Registration tables in June, during Prep Week and at the VBS assemblies.
- Send letters to all who are interested in being either a Teacher or Teacher's Assistant in VBS to inform them of the Teachers' Meeting held during the last week in May.
- Hold a TEACHERS' MEETING during the last week in May for all who are interested in being either a Teacher or Teacher's Assistant in VBS.

VACATION BIBLE SCHOOL DIRECTOR'S CALENDAR

JUNE:

- Have pre-enrollment after all Sunday A.M. services two Sundays in June. Have the parents fill out enrollment forms and hand out a letter to the parents inviting their participation by bringing non-churched children to VBS.
- Begin sorting enrollments to form classes.
- The typed lists of the classes are given to a name-tag person who writes all the nametags.
- Send a letter to all those interested in serving as either a Child Care Worker or adult Helper in VBS to inform them that there will be a CHILD CARE/HELPER MEETING held during the last week in June.
- Hold the CHILD CARE/HELPER MEETING during the last week in June for those who will be overseeing the classes of the children of VBS workers (0-24 months, 2yr olds, 3yr olds, 4yr olds) or will be adult helpers in VBS classrooms (Kindergarten through 6th grade).

JULY:

- Make maps of the classroom locations for display during VBS Week operation hours.
- Make Room Signs and VBS Sign-in/Sign-out sheets.
- Make sure Craft materials are ready.
- Send out a reminder letter to all Teachers and Assistant Teachers that there is a week set aside for a time of preparation for VBS known as PREP WEEK and that it is mandatory attendance for them.

PREP WEEK: Prep Week is the week prior to VBS. The meetings are held Mon-Thurs. 9:00-11:30 a.m. with Friday being the time they decorate their room.

During Prep Week we go over all information and procedures for VBS week. We hand out the class lists to the teachers and assistants, pass out the Teachers' and students' curriculum, and pass out the nametags. Prep Week provides the opportunity for the teacher to get together in teams with their assistant and plan working on their lesson, crafts, decorations, and filling out their supply requisition forms for the week of VBS. Workshops and other training is also provided .

Make sure Assembly activities are ready.

VACATION BIBLE SCHOOL DIRECTOR'S CALENDAR

VBS WEEK Each morning one half-hour before the start of VBS, there is a mandatory Teachers' / Assistant Teachers' meeting. At this meeting will be a time for announcements and a time of prayer.

A class structure sheet is made for each class and kept in the Children's Ministry Office. An example of this sheet would read:

VBS Week	1st-2nd Grades	Room #20	Yellow Tents
<i>T-Lindy Doe</i>	555-5555	<i>TA-Mindy Joe *</i>	555-5555
<i>H-Cindy Toe</i>	555-5555	<i>TN-Wendy Woe</i>	555-5555

<u>ECC</u>	<u>Last Name</u>	<u>First Name</u>	<u>Phone#</u>	<u>Parent/Guardian</u>	<u>Misc. Info.</u>
	Bib	Baby	555-5555	Barbara Bib	Grandmother
*	Joe	Mandy	555-5555	Mindy Joe	TA #20

Everything that has been prepared for... goes into motion.

Because VBS is an outreach, children can enroll any day throughout the week.

A "Thank you" letter is sent to everyone involved in all areas of VBS. An accompanying questionnaire is sent for considerations concerning VBS strengths, weakness, changes, etc.

DISCIPLINE IN A VBS CLASSROOM

I. Introduction

Why Discipline

Why does our Heavenly Father discipline His children ?

To find the answer to the question above read:
(Hebrews 12:6-13 and Proverbs 3:11-12)

"Do not provoke your children to anger... lest they be discouraged..."
(Ephesians 6:4)

II. Purpose of Discipline:

HEBREWS 12:10-11 *"For they indeed for a few days chastened us as seemed best to them; but He for our profit, that we might be partakers of His holiness. Now no chastening seems to be joyful for the present, but grievous; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it."*

III.

Why Do Children Misbehave ?

1. Proverbs 22:15 - "Foolishness is bound up in the heart of a child..."
2. Ignorance of the rules
3. Frustration
4. Boredom
5. Home related problems

No teacher or helper will under any circumstances spank a child!

You may believe in spanking as a biblically-sound method of discipline, but here in the Children's Ministry we do not use this form of discipline. Don't forget, we are only a support to the family and we should act accordingly.

IV. Guidelines for Discipline

A. Preventive

1. Begin your class with prayer.
2. Purpose in your heart to love them (*1 Peter 4:8*)
3. Clear rules- daily remind students. Have a few simple, logical, reasonable, clear rules; this will give the children boundaries which will give them a sense of security.
4. Know your curriculum/lesson.
5. Don't play favorites. Each child must feel that they are important and loved. God's Word is clear about this. (*James 2:9*)
6. Learning to read your group. Are they loud, is it over their heads, etc.? Keep in mind the age group you are trying to teach.
7. Learn the names of your students. Children respond better to adults who know their names.
8. Avoid inconsistencies. Be as 100% consistent as possible. Maintain the limits. Say what you mean and mean what you say. Discipline should be consistent from child to child.

Keep in mind that if the children are busy, secure in your authority and love, sure of the classroom rules, and interested, you will have fewer discipline problems.

9. GET TO KNOW EACH CHILD

- a. Pray for each child during the week.
 - b. Get to know each child by name and greet each one when he arrives or departs.
10. Encourage each parent:
- a. Thank them for their faithfulness in bringing their child.
 - b. Tell them how much you enjoy having their child in class.
 - 1) Encourage them to review the take-home material with their children.
 - 2) Encourage them to help their child learn how to look up verses in the Bible.
 - 3) Encourage them to help their child memorize the Bible verses.

B. Corrective

1. Pray and ask the Lord for direction.
2. Discipline the action, not the child.
3. Reinforce love after discipline - the child will have a certain amount of fear that you don't love them anymore. You need to reassure the child that you do, throughout the whole process, and especially after the discipline measure is done.
4. Discipline privately; compliment publicly. Don't let the discipline ever publicly embarrass the child. Always deal with the child privately. Don't make an example out of the child.
5. NEVER YELL AT A CHILD.
6. Know all the facts. Don't jump to conclusions.
7. Don't overreact. (*Psalm 6:1*)

RULES ON RULES

1. **Keep The List Short**

List some rules. The fewer rules, the better.

2. **Make the Rules Relevant**

A wise teacher doesn't get caught up in establishing regulations or classroom prohibitions that are attempts to counter temporary conditions. Usually, the rules will go on when the need for them is over.

3. **Make the Rules Meaningful**

Try to think like a student in your class. What would he/she say was the logical reason for each rule? Try to capture the reasoning for each rule in a sentence.

4. **Make the List Positive**

Try to state the rules in terms of objectives to work toward, rather than transgressions to be avoided. Look over your list again. Could any of the rules be stated in a more positive way?

EXAMPLES:

1. We follow directions.
2. We raise our hands to speak.
3. We stay in our seats unless we have permission to leave.
4. We keep our hands to ourselves.

LEADING A CHILD TO CHRIST

1. Avoid symbolism. Use concrete ideas with children.
2. Choose terminology carefully. Use the same terms consistently.
3. Ask questions that encourage them to talk about feelings as well as understanding.
4. Talk individually with the child.
5. Consider the child's personal choice. Avoid pressuring the child into making a choice.
6. Be sensitive to the Holy Spirit and to the child.
7. It's the Holy Spirit that leads a child to Christ. Ask Him to use you and to help you to be sensitive to where the child is spiritually.

What does a child need to know to appreciate Christ's death and receive Him as Savior? These basic facts should be emphasized:

1. God loves all kids- including me. I don't have to earn His love.
(JOHN 3:16)
2. I have done wrong, and this wrong (called sin) must be punished.
(ROMANS 3:23)
3. Christ died to pay for my sin.
(ROMANS 5:8)
4. I must accept Jesus as my Savior to receive God's forgiveness.
(ROMANS 6:23)
5. When I do this, I become God's child.
(ROMANS 10:9)

VBS PREP WEEK NOTES

I. TEAM TEACHING:

Teacher/Asst. Teacher may team-teach, if you both agree. But teachers do not expect your assistant to do more than he/she is comfortable with. Communicate honestly being sensitive to each other.

II. APPLICATIONS & ENROLLMENTS:

III. CALLING PARENTS:

A. WHEN:

Call right away, the parents are waiting for your call. Call the PARENT of the children in your room (or person listed as responsible to bring). Call as soon as possible this week. Give the Room# and the time to sign the child in and remind them they must sign the child out, giving the times and dates. Encourage them to be prompt in picking up their children. If you want to divide your list to children and have the Assistant Teacher call half that is fine.

B. SNACKS:

As you call mention to the ones who have indicated they are willing to bring snacks what your needs are. Assign a specific snack or beverage or cups and napkins. You can have them all bring their contribution on MONDAY if you wish (but you will have to store it in your car all week) as this is one way to assure you have a snack every day. Do try to have the whole week of need for snacks covered as you call. (Some also have a sign-up sheet for snacks by the door when the parents sign in the child.) If you want to keep it cool, you will need to bring a cooler and ice. We have given you a sample of ideas for snacks on a handout. You are welcome to substitute but try to use non-messy and not too sweet. Remember what ever is messed up in the rooms - you clean up. You may eat outside if you choose.

C. DROPS:

As you call and discover any who are drops, please make a list of the names all during prep week and give the Director or Coordinator the Room# and all drops throughout the week so we can change the master list and have an accurate count in each classroom. We like to keep the classes evenly balanced as new kids come in during VBS week.

Please do not change any children from your class to another or add children to your list...that must be done through the Coordinator and Registration on VBS week. If they are bringing an unregistered friend, they will need to have the mom bringing them stand in line in the patio on Monday starting at 8:00am. They can request your class if the proper age but will be helpful to know the teacher's name and/or room number. Be sure to tell them even though registration will start at 8:00am, they cannot sign the child in until 9:15am.

(We will register children all week.)

IV. YOUR HELPERS & TEENS:

A. CALLING:

Please call your adult helper shown on the top of your list. Give him/her the room# and instruct him/her to come at 9:15 and drop off their own children into their own VBS classrooms. Then they should proceed to the early child care room which is holding children who will be a part of your class and bring them to your classroom. Kindergarten ECC is located in Room#12 and grades 1st-6th ECC is located in Room#204.

Your Teen Assistant shown on the top of your list should report to your class at 9:15am.

B. GUIDELINES

Use all workers assigned to your class. Be sensitive to their personality and gifts. Delegate carefully, not to overwhelm, but please use them while they are there. Some desire and are able to do more, others less. If you have any problems with the teams, including teen concerns, please come see the Director or Coordinator. We are here to help you solve problems and pray with you. The teens should be learning from your modeling a servant's heart. They are there to serve and to be in training for service. NOT to be a problem to you or the class.

V. NAME TAGS:

Take the name tags off the children each day. We are providing the name tags pre-made for all your students. You hold on to all but the APPLIED NAME TAGS. Return the Applied ones only with your supplies to Room#101 each day. We need them for ECC every morning. Remind all workers to do this at the close of each day. This is very IMPORTANT!

VI. SIGN-IN REGISTERS:

All the children must be signed in and out by parent or person responsible. If someone other than the person signing the child in is coming to pick them up, please have them tell you who will be signing them out. PLEASE FILL IN THE TOP PORTION OF THE REGISTER EVERY DAY and turn it in with your supplies at the end of the morning. The register sheet along with a pencil and a bank for offerings will be in your room by the door each morning as you arrive. Return all to the Children's Ministry Office each day.

VII. VBS WEEK SCHEDULE:

A. TEACHERS' MEETINGS:

There is a mandatory Teacher/Asst. Teacher meeting Mon-Fri at 8:30am. Please be prompt. This is a vital time together for many reasons.

B. ASSEMBLY TIMES:

Please note the assembly time as per your schedule located in your copy of curriculum. Please be there on time!! Quietly as possible enter/exit so as not to disturb classes close by.

VIII. THE SUPPLY ROOM:

A. THE STAFF:

We have provided a Supply Room staff which are here to fill the requisition forms filled out during Prep Week.

B. REQUISITION FORMS:

Fill out a requisition form for each day of VBS. You will have an opportunity to do this during this week. After completely filling it out place it in the bin provided for VBS. Please do this before decorating. Make sure you fill out all requisitions completely on the top showing the date needed. These are both primary responsibilities for this week.

C. SUPPLIES:

The things you requested on your requisition form will be in a supply bin each morning after our Teachers' meeting. Have your Assistant Teacher or yourself go by to pick it up before going to your room. The requisition form will be on top of the bin so you will know which one is yours. Please return the supplies in the bin a/s/p after 11:45am so the supply room people can put them away for the evening ministry.

IX. CRAFTS:

A. MATERIALS:

We supply and assign crafts for each age group and have already supplies for these in the offices. Please pick up these materials during this week and hold on to them yourself. We do not want you to put these items on your daily requisition forms, but want you to get them. We will go over the assigned crafts on Tuesday.

(Remember that if you did additional crafts and your class takes home something extra, the other children see it and may feel left out.)

B. CRAFT SUPPORT TABLES:

Use the Craft Support tables outside. Clean up after you are finished. Any craft done in the class room, remember you have to clean up any messes.

X. ROOM DECORATING

The decorations themselves usually consist of pictures drawn on butcher paper projected on the boards in the office during Prep Week time. You have freedom to decorate as you wish. However, we hope you won't burn yourself out on this project as it is not the highest priority. (Your lesson plans, Bible story and application, activities for the children and even completing all the requisition and ditto forms for the week are a higher priority, simply because it helps facilitate the spiritual work that God wants to do in the children.) You may decorate your room during the afternoons, providing there are no other activities are happening in the room at the time. There will be no child care for Friday, so you need to bring your child/children into the classroom with you, or make sure an adult is with them if they are outside. Remember that all you hang up will need to be taken down Friday after VBS is over.

PLEASE NO SATURDAY OR SUNDAY ACTIVITY FOR VBS.
USE THESE DAYS FOR STUDYING.

VIII. THE SUPPLY ROOM:

A. THE STAFF:

We have provided a Supply Room staff which are here to fill the requisition forms filled out during Prep Week.

B. REQUISITION FORMS:

Fill out a requisition form for each day of VBS. You will have an opportunity to do this during this week. After completely filling it out place it in the bin provided for VBS. Please do this before decorating. Make sure you fill out all requisitions completely on the top showing the date needed. These are both primary responsibilities for this week.

C. SUPPLIES:

The things you requested on your requisition form will be in a supply bin each morning after our Teachers' meeting. Have your Assistant Teacher or yourself go by to pick it up before going to your room. The requisition form will be on top of the bin so you will know which one is yours. Please return the supplies in the bin a/s/p after 11:45am so the supply room people can put them away for the evening ministry.

IX. CRAFTS:

A. MATERIALS:

We supply and assign crafts for each age group and have already supplies for these in the offices. Please pick up these materials during this week and hold on to them yourself. We do not want you to put these items on your daily requisition forms, but want you to get them. We will go over the assigned crafts on Tuesday.

(Remember that if you did additional crafts and your class takes home something extra, the other children see it and may feel left out.)

B. CRAFT SUPPORT TABLES:

Use the Craft Support tables outside. Clean up after you are finished. Any craft done in the class room, remember you have to clean up any messes.

X. ROOM DECORATING

The decorations themselves usually consist of pictures drawn on butcher paper projected on the boards in the office during Prep Week time. You have freedom to decorate as you wish. However, we hope you won't burn yourself out on this project as it is not the highest priority. (Your lesson plans, Bible story and application, activities for the children and even completing all the requisition and ditto forms for the week are a higher priority, simply because it helps facilitate the spiritual work that God wants to do in the children.) You may decorate your room during the afternoons, providing there are no other activities are happening in the room at the time. There will be no child care for Friday, so you need to bring your child/children into the classroom with you, or make sure an adult is with them if they are outside. Remember that all you hang up will need to be taken down Friday after VBS is over.

PLEASE NO SATURDAY OR SUNDAY ACTIVITY FOR VBS.
USE THESE DAYS FOR STUDYING.

XI. PLAYGROUNDS:

No child is to be unattended on the playground - including your own during Prep Week or VBS afternoons.

XII. WHITEBOARDS:

Writing on white chalkboards in the classroom is done with a dry-erase marker ONLY.

XIII. CLEAN-UP:

Tidy up the room at the end of the day. Vacuum if necessary. Vacuums are in the Children's Ministry Office. Most of the rooms are used every night so do not leave messy.

XIV. EVACUATION AREA:

You will be provided a map of the evacuation plan in case of an emergency.

XV. CHILD NOT PICKED UP:

At the close of the day any child still not signed out after 15 minutes, bring to the Children's Ministry Office unless the name tag has an apple on it. If it does the the Children's Ministry Office in red is where the person responsible should be. Any others tell us in the Children's Ministry Office and we'll phone or wait for the parent to get the child.

VBS PREP WEEK PRIORITY LIST

MONDAY-

- Meeting in Fellowship Hall (9:00am-11:30am)
- Teachers and Asst. Teachers find each other for teaming & prayer
- Pick up craft boxes
- At Home- - Begin calling children, teens & helpers
 - Sort craft materials
 - Go over Bible studies

TUESDAY-

- Meeting in Fellowship Hall (9:00am-10:50am)
- Fill requisitions sheets
- At Home- - Continue calling children, teens & helpers
 - Begin preparing any craft materials needed
 - Go over Bible studies

WEDNESDAY-

- Meeting in Fellowship Hall (9:00am-10:30am)
- Begin working on Room decorations
- At Home- - Continue calling children, teens & helpers
 - Cont. preparing any craft materials if needed
 - Go over Bible studies

THURSDAY-

- Meeting in Fellowship Hall (9:00am-10:30am)
- Work on Room decorations
- At Home- - Continue calling children, teens & helpers
 - Go over Bible studies

FRIDAY-

- Rooms are available for decorating (No child care provided)
- At Home- - Continue calling children, teens & helpers
 - Go over Bible studies

VBS QUESTIONNAIRE

We are already praying about next year's VBS. Please help us by filling out this questionnaire and returning it to the Children's Ministry Office. Thank you and God bless you.

1. In what area of ministering did you serve during VBS? _____
2. How could we make VBS more effective in ministering to the children? _____

3. What changes do you think should be considered? _____

4. Where do you feel the weaknesses are? _____
The strengths? _____
5. What would you like to see included in Prep Week? _____
6. In what other ways could the administrative staff better help equip you for your role in VBS? _____

7. What was your greatest blessing in VBS? _____
What was your greatest struggle? _____
8. Rate the following: (Either - excellent, good, fair, or poor)
_____preparation & equipping _____administration _____spiritual dimension
9. **If you were a Teacher or a Teacher's Assistant, please complete the following:**
What age did you teach? _____
What were the strengths of the curriculum? _____

What were the weaknesses of the curriculum? _____

In the area of crafts did you feel... (Either - well, fairly, or poorly)
_____prepared _____supported
10. Please give any further comments or suggestions: _____

VACATION BIBLE SCHOOL REQUISITION FORM

(PLEASE PRINT)

FOR PREP WEEK _____ VBS WEEK _____ (CHECK ONE PLEASE)

NAME _____ RESERVE FOR DATE OF _____

GRADE/AGE _____ ROOM NO# _____

CRAFT SUPPLIES

AUDIO-VISUAL SUPPLIES (USE CATALOG NUMBERS)

CONSTRUCTION PAPER:

COLOR _____ #SHEETS _____

CASSETTE TAPES _____

BIBLES _____

ITEM **AMOUNT**

SCRATCH PAPER _____

STAPLER _____

GLUE BOTTLES _____

SCISSORS _____

CRAYONS _____

PENCILS _____

MASKING TAPE _____

SCOTCH TAPE _____

FLASH CARDS _____

FLANNELGRAPH _____

PUPPETS _____

MISC. _____

OTHER CRAFT SUPPLIES:

AV EQUIPMENT NEEDED

CASSETTE TAPE PLAYER _____

FILMSTRIP PROJ. _____

SCREEN _____

OTHER _____

VACATION BIBLE SCHOOL SIGN-IN/SIGN-OUT REGISTER

TEACHER'S NAME: _____ ROOM# _____

GRADE: _____ TEAM: _____ DATE: _____

*Please note- Teachers have been instructed not to release children until the adult who signed them in comes personally to class sign them out.

	CHILD'S NAME	SIGN-IN ADULT'S FULL NAME	RELATIONSHIP TO CHILD	SIGN-OUT ADULT'S FULL NAME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

VBS STAFF DESCRIPTIONS

DIRECTOR:

- Oversees the entire organization and ministry of VBS.
- Provides spiritual leadership for all involved.
- Is available for prayer, encouragement and problem solving.
- Leads the meetings going over details of VBS.
- Is responsible to the CM pastor.
i.e. Devotions at meetings, providing worship, especially at Prep Week and the daily staff meetings during VBS.

COORDINATOR:

- Handles paperwork of applications for workers, up-to-date lists of workers; enrollment forms for the children, etc.
- Contacts prospective volunteers by phone, as well as the teachers, assistant teachers and child care workers during the process of assignments, etc.
- Oversees enrollment of children both pre-enrollment and daily enrollments of new children during VBS.
- Works closely with director in whatever the director may need, putting together the teams of workers, etc.
- Types, or puts on computer, lists of the enrollment, arranging in classes for VBS.

ASST. COORDINATOR:

- Oversees and supports the child care classes.
- Works closely with director and the coordinator.

CRAFT DIRECTOR:

- Chooses crafts for each age group (under approval of Director)
- Sees that the supplies are purchased for these crafts.
- Makes sure that there is an example for the teachers to follow.
- Oversees a demonstration of craft construction during Prep Week for teachers.

ASSEMBLY DIRECTOR:

- Finds a team of volunteers assemblies.
- Plans and coordinates the daily assembly.
- Gives the announcements and procedures to the teachers/assistant teachers during Prep Week meetings.
- Works under the guidance of the CM pastor and the director.

PRAYER COORDINATOR:

- Finds a core of intercessors to pray for the various aspects of the VBS ministry. i.e. preparation and needs for personnel, to the written requests during VBS.
- Provides prayer request forms at meetings and during VBS and prays for the needs.

CLASSROOM SUPERVISOR:

- A supporting staff member of a specific group of classrooms during VBS Week (Example- 3rd-6th grade classes) who is in the hallways and available for prayer, for problem solving and is familiar with the curriculum and the schedule.

TEACHER:

- Responsible for all classroom activities including: teaching the lessons, craft time, taking the children to and from the assemblies, game time, snack time, etc. All teachers must attend the Teachers'/Assistant Teachers' Meeting and all meetings during Prep Week and VBS Week.

ASSISTANT TEACHER:

- Must be prepared to assist or assume all the responsibilities of the classroom Teacher. All Assistant Teachers must attend the Teachers'/Assistant Teachers' Meeting and all meetings during Prep Week and VBS Week.

HELPER:

- Adult assigned to help in classrooms during VBS week. There is one meeting to attend in preparation (The Child Care Worker/Helpers' Meeting).

CHILD CARE WORKER:

- Caring for 0-24 months, 2yr. olds, 3yr. olds or 4 yrs. old of VBS staff only. We Provide Child Care workers both Prep Week and VBS Week. There is one meeting to attend in preparation (The Child Care Worker/Helpers' Meeting).

TEEN:

- Teen age helper assigned to help in classrooms during VBS week.

CRAFT WORKER:

- Either a designer of crafts or an available worker at the craft tables during VBS Week or both.

WORSHIP LEADER:

- For leading worship for the teachers during Prep Week. For leading worship at the assemblies during VBS Week.

ASSEMBLY PERSONNEL:

- Involved in stage work, puppets, or live drama at the assemblies.

REGISTRATION PERSONNEL:

- Works at the registration tables during the June sign-ups after the Sunday morning services or at registrations taking place during VBS Week.

SUPPLY ROOM PERSONNEL:

Fills the requisitions made by teachers for their classroom supplies (VBS Week). Also will assist in distributing snacks to the Child Care classrooms (Prep Week & VBS Week).

VBS CHILDREN'S MINISTERS APPLICATION

PERSONAL DATA

PLEASE PRINT CLEARLY

NAME _____ MALE _____ FEMALE _____ AGE (Optional) _____

ADDRESS _____ MARITAL STATUS _____

CITY _____ ZIP _____

TELEPHONE(HOME) _____ (WORK) _____

WHERE ARE YOU EMPLOYED? _____

FULL TIME _____ PART TIME _____ SCHOOL _____ GRADE _____

WHAT TYPE OF WORK DO YOU DO THERE? _____

NAMES AND AGES OF CHILDREN: _____

NAMES AND AGES OF CHILDREN WHO WILL BE COMING TO VBS WITH YOU: _____

PLEASE INDICATE WHERE YOU WOULD LIKE TO SERVE

_____ *Teacher* Age Pref. _____

_____ *Asst. Teacher* Age Pref. _____

* PLEASE UNDERSTAND THAT TEACHERS AND ASST. TEACHERS ARE MAKING A COMMITMENT TO BE HERE DURING THE ENTIRE VBS PREP WEEK & VBS WEEK

_____ *Helper* Age Pref. _____

_____ *Child Care-Prep Week* Age Pref. _____

_____ *Child Care-VBS Week* Age Pref. _____

_____ *Crafts*

_____ *Registration*

_____ *Supply Room*

_____ *Other* _____

Are you strong in crafts? Strong _____ Avg _____ Weak _____

Will your child be in the class with you? Yes _____ No _____

If so, what is the name and age of that child? _____

Is this your first year as a VBS volunteer? Yes _____ No _____

If no: In what capacity did you serve in VBS last year? _____

If yes: Please fill out the backside of this application form.

The following questions are designed to give us information which will assist us in putting together groups of Children's Ministers at Vacation Bible School. We are not looking for professionals, but rather individuals who have a strong commitment to faith in Jesus Christ our Lord.

HOBBIES & INTERESTS : _____

WHY DO YOU DESIRE TO BE A VBS CHILDREN'S MINISTER? _____

DO YOU HAVE ANY EXPERIENCE AS A CHILDREN'S MINISTER? _____

OTHER EXPERIENCES WORKING WITH CHILDREN: _____

WHAT TALENTS OR ABILITIES COULD YOU SHARE WITH THE CHILDREN AT VBS? _____

SPIRITUAL DATA

PLEASE GIVE A BRIEF CHRISTIAN TESTIMONY INDICATING THE YEAR OF YOUR SPIRITUAL BIRTH:

_____ (Continue on a separate sheet of paper if needed)

IS THIS YOUR HOME CHURCH? _____

HOW LONG HAVE YOU ATTENDED? _____

WHAT CHURCH DID YOU ATTEND BEFORE? _____

WHAT STUDIES ARE YOU PRESENTLY ATTENDING HERE? _____

IF POSSIBLE, LIST A PASTOR, ELDER OR OTHER MINISTER AT HERE WHO COULD GIVE YOU A REFERENCE:

PLEASE RETURN COMPLETED FORM TO THE CHILDREN'S MINISTRY OFFICE

Attention Parents

The Vacation Bible School staff will emphasize and encourage your children to share the Lord with others.

We of the Children's Ministry are asking you to provide support as a part of this outreach by encouraging your child/children to invite a neighborhood friend or playmate to come to VBS with them. We would like your children to be the ones who reach out to that unsaved child and would ask your assistance by your willingness to provide transportation. Be praying about who your child may invite.

We want to pre-enroll many "visitors", but also want the children to be inviting friends during the VBS week.

Thank you and God bless you!

Children's Ministry Staff

Theme:

Dates:

Time: 9:15-11:45A.M.

Pre-enrollment: June ___ and ___, after each A.M. Service or bring completed forms to the Children's Ministry Office no later than July ___.

VBS PERMISSION FORM

Child's Name _____ Age/Grade _____ Sex _____

Address _____

Home Phone # _____ Parent's Work # _____

Dear Parent:

It is important that this form be filled out completely because you are not on the church grounds during the hours in which VBS is ministering to your child and in case of an emergency, we will need to be able to contact you.

Authorization To Consent To Treatment

(I/We) (Parents/Guardians) of the child named on the above consent form do hereby authorize _____ as agents for the undersigned to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is rendered under, the general or specific supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given in advance to provide authority and power on the part of the aforesaid agents to give a specific consent to any and all such diagnosis, treatment or hospital care which the aforesaid physician in the exercise of his best judgment may deem advisable. This authorization is given pursuant to the provisions of section 25.8 of the Civil Code of California.

Family Doctor (Name)

(____) _____ - _____
(Phone Number)

Parent/Guardian Signature

Date.

VACATION BIBLE SCHOOL

FROM 9:15 A.M. TO 11:45 A.M.

PLEASE PRINT CLEARLY

Child's Name: _____ Grade(in Sept) _____ Age _____

Address: _____ City _____ Zip _____

Parent's Name: _____ Parent's Home # _____

Work # _____

Person bringing the child (if other than parent) _____

Relationship to the child _____ Home Phone # _____

Are you able to help Vacation Bible School by:

Bringing Snacks: Yes _____ No _____

Helping in a classroom Yes _____ No _____

Other:(Please specify) _____

* VACATION BIBLE SCHOOL will be for children going into kindergarten to sixth grade this September. Thank you for your cooperation.

PLEASE FILL OUT AND RETURN TO THE CHILDREN'S MINISTRY OFFICE

VBS CHILD CARE SCHEDULE - PREP WEEK

PREPARATION WEEK

Monday - Thursday 9:00-11:30 AM

Sign-in Children	8:45-
Introduction Activity	8:45-9:10
Worship	9:10-9:30
Prayer Time	9:30-9:40
Bible Story	9:40-10:00
Craft Time	10:00-10:35
Snack/Playground	10:35-10:50
Games	10:50-11:30
Clean-up	
Sign-out Children	

VBS MEETINGS' SCHEDULES

GENERAL MEETING SCHEDULE

7:30-8:10

OPEN WITH PRAYER & DEVOTIONS
THEME & DIRECTION
INTRODUCTION OF KEY PEOPLE

8:10-8:20

PROCEDURES- EXPLANATION OF FORMS (APPLICATIONS & ENROLLMENTS)
DESCRIPTIONS OF NEEDS

8:20-8:30

CRAFT ANNOUNCEMENTS

CLOSING PRAYER TIME

TEACHERS' MEETING SCHEDULE

7:30-8:00

OPEN WITH PRAYER & DEVOTIONS
INTRODUCTION OF KEY PEOPLE

8:00-8:20

PROCEDURES- EXPLANATION OF FORMS (APPLICATIONS & ENROLLMENTS)
TEAM ASSIGNMENTS

8:20-8:30

CRAFT EXAMPLES

8:30-8:50

HOW TO USE THE CURRICULUM
RESOURCE MATERIALS AVAILABLE

CLOSING PRAYER TIME

CHILD CARE/HELPER MEETING SCHEDULE

7:30-8:00

OPEN WITH PRAYER & DEVOTIONS
INTRODUCTION OF KEY PEOPLE

8:00-8:20

PROCEDURES- EXPLANATION OF FORMS (APPLICATIONS & ENROLLMENTS)
DESCRIPTIONS OF NEEDS

8:20

SEPARATE CHILD CARE WORKERS FROM THE HELPERS FOR SPECIFIC INFORMATION

8:20-9:00

TEAM ASSIGNMENTS
SPECIFIC MINISTRY INFORMATION

VBS PREP WEEK SCHEDULE

MONDAY

9:00-9:10	PRAYER
9:10-9:20	WORSHIP
9:20-9:30	DEVOTIONS
9:30-9:35	INTRODUCTION OF KEY STAFF
9:35-9:45	THE SCHEDULE AND GOALS OF PREP WEEK
9:45-10:10	PROCEDURES- TEAM INTRODUCTIONS EXPLANATION OF APPLICATIONS & ENROLLMENTS CALLING PARENTS ROOM INFO SNACKS DROPS (NO ADDS) CALLING HELPERS & TEENS EXPLANATION OF NAME TAGS SIGN-IN REGISTERS
10:10-10:15	PROCEDURES- VBS CHILD CARE AND ECC
10:15-10:45	PROCEDURES- VBS SCHEDULE TEACHERS' MEETINGS ASSEMBLY TIMES CRAFT SUPPORT TIMES SUPPLY ROOM SUPPLY STAFF REQUISITION FORMS SUPPLIES (LIMITED) SUPPLY SIGN-UP SHEETS TV/VCR FILMSTRIP FLANNELGRAPHS FLASH CARDS PUPPETS CRAFT SUPPORT TABLES CRAFTS ROOM DECORATIONS PLAYGROUND WHITEBOARDS CLEAN-UP EVACUATION AREA CHILD LEFT AFTER CLASS
10:45-11:00	OPEN QUESTIONS
11:00-11:10	OPEN PRAYER
11:10-11:30	TEACHERS AND ASSISTANT TEACHERS FIND EACH OTHER FOR TEAMING AND PRAYER

VBS PREP WEEK SCHEDULE (CONT.)

TUESDAY

9:00-9:10	PRAYER
9:10-9:20	WORSHIP
9:20-9:30	DEVOTIONS
9:30-10:00	LESSON EXAMPLE (MONDAY STUDY-4YR -2ND GRADE)
10:00-10:15	MISC. INFO & PRAYER
10:15-10:20	CRAFT EXAMPLES & EXPLANATION OF CRAFT CONSTRUCTION
10:20-10:50	CRAFT SUPPORT TABLES
10:50-	DISMISSAL

WEDNESDAY

9:00-9:10	PRAYER
9:10-9:20	WORSHIP
9:20-9:30	DEVOTIONS
9:30-10:00	LESSON EXAMPLE (TUESDAY STUDY-3RD-6TH GRADE)
10:00-10:30	DISCIPLINE IN THE CLASSROOM
10:30-	DISMISSAL

THURSDAY

9:00-9:10	PRAYER
9:10-9:20	WORSHIP
9:20-9:30	DEVOTIONS
9:30-9:35	ASSEMBLY INFO
9:35-10:00	LEADING A CHILD TO CHRIST
10:00-10:15	INDOOR BIBLE GAMES
10:15-10:30	MISC. INFO & PRAYER

FRIDAY

10:30-	ROOMS AVAILABLE FOR ANY ADDITIONAL DECORATING
--------	---

VBS WEEK DAILY SCHEDULE

8:30 AM Mandatory Teachers' Meeting

9:00 AM Room preparation and pray with co-workers

Sign-in Children	9:15 -
Introduction Activity	9:15 - 9:30am
Prayer Time	9:30 - 9:35am
Bible Study	9:35 -
Craft Time	10:00 - 10:25am
Assembly	10:30 - 10:55am
<i>Recreation/Snack Time</i>	11:00-11:20am
Bible Games	11:00-11:20am
Prayer Time	11:25 - 11:35am
Clean-up	11:35 - 11:45am
Sign-out Children	11:45 -

- A. Introduction Activity (Use 1 or more as time permits.)
 - 1. Coloring
- B. Prayer Time
 - 1. Prayer Requests
- C. Memory Verse
- D. Bible Study
 - 1. Tell the story visually (Using 1 or more of the following)
 - a. Flannelgraph
 - b. Flash Cards
 - c. Enactment with live characters
 - d. Puppets
 - e. Filmstrip
 - f. Video
 - 2. While using the curriculum
 - a. You may want the children to read
 - b. Call only on volunteers
- E. Craft Time
- F. Assembly
 - 1. Worship
 - 2. Visual re-creation of the Bible story of the day
- G. Recreation/Snack Time
or
- G. Bible Games
 - 1. Games which reinforce the Bible story
- H. Prayer Time
- I. Clean-up