


# VBS PLANNING GUIDE



**6-9  
MONTHS  
BEFORE  
VBS**


- Begin praying for your VBS program. You may want to organize a prayer team.
- Choose your dates and time for your VBS. Put them on the church calendar.
- Choose a VBS Director.
- Choose a VBS Theme.
- Set a budget for your VBS program.


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- Recruit key leaders – Music, Snacks, Games, Bible Story teacher.
  - Plan publicity for your VBS.
  - Put together lists of supplies you'll need.
  - Order all of your publicity, decorating, leader's manuals and teaching supplies. (VBS publishers stock a limited supply of items so they will not get caught with lots of leftovers — be sure to order the supplies you must have early.)



**2-3  
MONTHS  
BEFORE  
VBS**


- Plan and schedule a VBS staff training meeting to be held 4 - 6 weeks prior to VBS.
- Begin recruiting additional leaders and support staff.
- Explore your church facilities to determine what areas you will need.
- Estimate your VBS enrollment. Use figures from Sunday school or last year's VBS.
- Order student supplies if you have not already done so.

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- Begin publicity.
  - Publish a list of supplies that your church members can donate.
  - Plan your VBS schedule.
  - Review leader, teacher and support staff roster, recruit additional workers, if needed.



**4-6  
WEEKS  
BEFORE  
VBS**

- Begin pre-registration.
- Hold the scheduled VBS staff training meeting.
- Meet with key leaders.
- Check your registration weekly and order any extra supplies you may need.

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- Dedicate your VBS program and staff during your church service.
  - Put together class rosters from your pre-registered kids. Decorate your church for your VBS program.
  - Review and check all details: schedule, signs, supplies.
  - Assign a place and time for all VBS staff to meet for prayer before each day of VBS.



**DURING  
VBS**

- Pray for God to move in the hearts of your children.
- Check with key leaders each day to see how things went.
- Purchase additional supplies as needed.
- Organize registration cards and plan your follow up program.
- Have FUN!**