



Director Guide



1



God Saves Baby Moses

Exodus 1:8-14, 22;
2:1-10

God finds me when I have troubles.

Call upon Me in the day of trouble; I will deliver you.

Psalm 50:15

2



Ruth and Naomi

Book of Ruth

God finds me when I'm lonely.

Fear not, for I am with you.

Isaiah 41:10

3



Jesus and Zacchaeus

Luke 19:1-10

God finds me when I'm lost.

You are precious in My eyes . . . and I love you.

Isaiah 43:4

4



Jesus Rises from the Dead

Luke 24:1-12

God finds me when I think there's no hope.

You, O Lord, are my hope, my trust.

Psalm 71:5

5



Jesus Appears to Paul

Acts 9:1-19

God finds me, no matter my sin.

Christ Jesus came into the world to save sinners.

1 Timothy 1:15



Director Guide

Get Connected

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Welcome to VBS!

Welcome to *Tropical Trek* VBS, where kids explore God's Word (the Bible) and discover how God finds and helps us in every situation we encounter in life.

Our world is filled with exciting things to explore and enjoy. But there are also challenges and hardships we face along the way. Our loving and powerful God desires to help us. He seeks us out and leads us to faith. We can trust in Him!

At *Tropical Trek*, kids will learn how Jesus seeks them and all people. He is the Son of Man, who came to seek and to save the lost!

New Director? Seasoned Director? This guide is for you!

This *Director Guide* contains all the information you need to plan a Christ-centered, fun-filled VBS—from schedule options and safety concerns to tips for recruiting volunteers, registering kids, and more! We make planning even easier by providing digital resources on the *Director USB* and giving online access to resources through the digital content center.

How *Tropical Trek* Works

Each VBS session starts with the **Opening**, where children gather with their Team Leader and other kids in their Teams (small groups). They sing, hear God's Word, pray, watch a skit, and learn the day's Take-Home Point.

After the Opening, Teams head off to five rotation sites: **Bible Storytelling, Bible Exploration, Snacks, Games, and Crafts**. Afterward, everyone gathers for the **Closing** to sing more songs, hear about the Mission Project, review the Bible account and Bible Memory Verse, and pray. Before they go, kids can get a *Tropical Trek Collectible* and take home *Early Childhood* and *Elementary Leaflets* to help them share the Bible lesson and Bible Memory Verse with friends and family.

VBS with Purpose— the CPH Difference

All VBS programs are not alike! So what makes Concordia's VBS different? CPH's VBS stands out because of our approach to the Word of God. Every VBS lesson clearly distinguishes between God's Law and His Gospel. Children learn God's will for their lives and how the Law has been fulfilled for them in the person and work of Jesus Christ. At the center of every lesson is the Gospel: God's gracious gift of Jesus as their Savior.

We are honored to partner with you! It is our prayer that as kids and adults hear and experience the saving message of the Gospel, they would grow in faith and love for God and for one another.

The CPH VBS Team

Director USB and Digital Content Center

You'll find a printable version of the *Director Guide* and all the Site Leader Guides plus music, videos, PowerPoints, and other helpful resources on the *Director USB* and through the online digital content center. The digital content can be found by clicking Digital Content Access links under the Digital Content section of your **cph.org** account; you can also access it by going to **cph.org/digital** and signing in with the account used to purchase your *Starter Kit*.

We want to know what you think!

Fill out a survey at **cph.org/vbsfeedback**. Thank you!

Daily Lesson Chart

Bible Story Take-Home Point Bible Memory Verse	Law and Gospel	Island Connection	Bible Storytelling 20 minutes
<p>God Saves Baby Moses Exodus 1:8–14, 22; 2:1–10</p> <p>God finds me when I have troubles. Call upon Me in the day of trouble; I will deliver you. <i>Psalm 50:15</i></p>	<p>Law: Sin and evil in the world cause suffering and threaten our safety.</p> <p>Gospel: Our heavenly Father sees the troubles we are experiencing, and He cares. He intervenes to help and save us.</p>	<p>Winding River</p> <p>Rapids, waterfalls, crocodiles—troubles abound in island rivers and in life! God knows our troubles, and He cares. He helps and saves us.</p>	<p>God saw the troubles Moses faced, and He saved him. God also helps us as we face troubles in our lives. He saves us from our greatest troubles: sin and eternal death.</p>
<p>Ruth and Naomi Book of Ruth</p> <p>God finds me when I'm lonely. Fear not, for I am with you. <i>Isaiah 41:10</i></p>	<p>Law: In loss and loneliness, we lose hope, and we wonder if God is with us or for us.</p> <p>Gospel: Our faithful God welcomes us into His family and gives us new hope through faith in Jesus.</p>	<p>Dormant Volcano</p> <p>Dormant volcanoes can be beautiful, but lonely, places. When we find ourselves in a lonely place, we can remember that God promises to be with us.</p>	<p>God found Ruth and Naomi in their loneliness and brought them into His family. God also welcomes us into His family. He is always with us.</p>
<p>Jesus and Zacchaeus Luke 19:1–10</p> <p>God finds me when I'm lost. You are precious in My eyes . . . and I love you. <i>Isaiah 43:4</i></p>	<p>Law: In our pursuit of earthly things, we become lost in sin and distanced from God.</p> <p>Gospel: In love and mercy, Jesus seeks us, finds us, and brings us back to Him.</p>	<p>Plumeria Tree Grove</p> <p>Whether pursuing the perfect plumeria or coveting cash, we can lose sight of what's most important. Jesus calls to us, forgives us, and brings us back to Him.</p>	<p>Zacchaeus was lost in the sin of greediness. Jesus found him, forgave him, and changed his heart. Jesus does the same for you and me.</p>
<p>Jesus Rises from the Dead Luke 24:1–12</p> <p>God finds me when I think there's no hope. You, O Lord, are my hope, my trust. <i>Psalm 71:5</i></p>	<p>Law: We have trouble believing that God is powerful enough to save us, and we lose hope.</p> <p>Gospel: Jesus rose from the dead, giving us new hope; we can believe every promise that He makes to us.</p>	<p>Island Caves</p> <p>Wandering through an island cave can feel a little scary and hopeless. As we wander through life, Jesus' resurrection gives us good news! We have hope and new life in Him.</p>	<p>Jesus' followers had lost all hope when they saw Him die and His body placed in a tomb. But Jesus rose, giving them—and us—the sure hope of eternal life!</p>
<p>Jesus Appears to Paul Acts 9:1–19</p> <p>God finds me, no matter my sin. Christ Jesus came into the world to save sinners. <i>1 Timothy 1:15</i></p>	<p>Law: Sometimes we feel too sinful to deserve God's goodness.</p> <p>Gospel: God loves and forgives us for Jesus' sake. He gives us new hearts that love and trust in Him.</p>	<p>Sandy Beach</p> <p>The island beach stretches for miles—who could find us? No matter who we are, where we are, or what we have done, Jesus finds us, forgives us, and gives us new hearts that love and trust in Him.</p>	<p>Jesus loved, sought, and found Paul, despite Paul's sinfulness. No matter our sin, Jesus finds us too. He forgives us and gives us new hearts that trust in Him.</p>

Key Bible Verse: The Son of Man came to seek and to save the lost. *Luke 19:10*

Bible Exploration 20 minutes	Snacks 20 minutes	Crafts 20 minutes	Games 20 minutes
Learn and sing Psalm 50:15 . Observe the flexibility of polymer molecules with Saved from Troubles .	Rescue Basket Snack	God Saves Us Basket	Winding River Raging River
Learn and sing Isaiah 41:10 . Experience the “magic” of refraction with Never Alone .	Friendship Mix	The Lord Is with You Pendant	“Hug” Tag Gathering Grain
Learn and sing Isaiah 43:4 . Watch magnetic attraction in action with Lost and Found .	Tree Treat	Jesus Seeks and Saves Binoculars	Find the Fruit Cup Wars
Learn and sing Psalm 71:5 . Observe the power of friction with Hopeless?	Cave Surprise Snack	Jesus Gives Me Hope Sand Art	Safety Net Scripture Capture
Learn and sing 1 Timothy 1:15 . See how water acts as a solvent with Washed Away .	Damascus Dessert	Stained Glass Cross	Hear Here! Color-Blind

Director Planning Guide

✓ We have your checklist!

Use this checklist to help you plan for a great VBS!

Before VBS

5–6 months before VBS

- **Pray for VBS planning and recruitment.** Ask your pastor to pray for VBS in worship regularly. Ask that volunteers, VBS leaders, and children who attend would be lifted in prayer.
- **Get to know the resources for *Tropical Trek*.** Review the materials in your *Starter Kit* and online at cph.org/digital.
- **Read this *Director Guide*.** Mark great ideas, highlight questions, write names of people ideal for certain roles. Next time you look at this, you'll say, "I've done more than I thought I had!"
- **Talk with your pastor.** Share the *Tropical Trek* materials with your pastor. Talk about your VBS goals and vision statement.
- **Inform your church staff.** Keep them up to date on the progress and needs of VBS. Let them advocate for you and the program. Ask them to be involved during VBS so visitors can get to know them!
- **Identify and recruit a Leadership Team.** Site Leaders are essential. You may also want to recruit an Early Childhood Director and an Assistant Director.
- **Learn from last year's VBS.** Review notes and reports from previous years.
- **Choose dates; reserve space.** Add VBS dates to your church calendar, including all before- and after-VBS events. Make sure rooms and spaces are reserved.
- **Plan and schedule other events,** such as pre-VBS events, volunteer training, closing program, and a follow-up celebration.
- **Set your budget.** Determine how VBS will be funded. Check the church budget, consider asking for donations, plan fundraisers, and so on.
- **Announce *Tropical Trek* dates** in church publications and on social media platforms.

4–5 months before VBS

- **Check in with volunteers you've already recruited.** Provide resources and assistance, as needed.
- **Recruit support team volunteers,** such as a Registration Coordinator, Decorating Coordinator, Publicity Coordinator, Administration and Support Coordinator, and Media Coordinator.
- **Distribute materials to all leaders early** so they can plan and prepare ahead of time.
- **Develop a publicity plan with tasks and target dates.**
- **Get music resources** to Opening & Closing and Music Leaders.
- **Adopt recruitment strategies** that will draw children and families to your VBS. Send invitations to church children and previous VBS attendees.
- **Begin student registration.** Put registration and volunteer forms or online links in church publications to begin preregistration. Sign up for our free online registration tool at VBSMate.com.

3–4 months before VBS

- **Recruit Team Leaders and Site Helpers.** Set out a sign-up sheet and personally invite people.
- **Plan your order for student resources** such as *Elementary* and *Early Childhood Leaflets*, *Tropical Trek Collectibles*, and *Passalong Music Download Cards*. Don't forget the craft supplies and decorating items!
- **Encourage volunteers.** Monitor progress of the Site Leaders and other volunteers regularly. Offer help. Remove roadblocks. Encourage and support!
- **Check out CPHVBS on Facebook, YouTube, and Pinterest** for great ideas and encouragement.
- **Communicate!** Get the word out about VBS needs, opportunities, and information. Make a sign-up poster. Use newsletters, emails, social media, word of mouth, printed invitations, the bulletin, and announcements. And don't forget to tell your Sunday School, day school, midweek, and Bible study classes.
- **Send volunteer training invitations.** Encourage all volunteers to attend volunteer training.

2–3 months before VBS

- **Order Leaflets, Tropical Trek Collectibles, Passalong Music Download Cards, and crafts.**
- **Check in with volunteers and help as needed.**
- **Continue preregistration and list updates.** VBSMate, the online registration tool, will download all the registration information into a spreadsheet.
- **Update your pastor and church staff regularly** on the progress of VBS.
- **Begin gathering or purchasing supplies.**

1–2 months before VBS

- **Set up a VBS information table** in a high-traffic area of your church. Display the *Tropical Trek* theme poster included in your *Starter Kit*. Set out volunteer sign-up sheets, Supply Request Tags (from the digital content), and registration forms.
- **Check progress with your volunteers.**
- **Check preregistration lists.**
- **Order or purchase materials you still need.**
- **Review and update safety procedures and emergency plans.**
- **Conduct volunteer training.** Include everyone who will be involved in VBS, including Team Leaders and Site Helpers. Hand out resources. Share plans for all VBS events, including volunteer commissioning.

2–4 weeks before VBS

- **Check preregistration lists.** Order additional student materials and recruit additional volunteers as needed.
- **Check on supplies needed.** Purchase any remaining supplies needed. Gather and sort donated supplies.
- **Check the progress of site volunteers regularly.**

1–2 weeks before VBS

- **Acknowledge and pray for VBS volunteers** in a worship service. A format for a Volunteer Commissioning is included in the digital content.
- **Distribute supplies and equipment.**
- **Set up and test multimedia equipment.**
- **Decorate and set up your spaces.**
- **Prepare lists, signs, welcome letters, and other materials for registration.** Set up the registration area.

- **Make name tags for volunteers and kids.**
- **Check and replenish the first aid kit.** Make sure safety and emergency plans are in place.

During VBS

- **Pray, encourage, inform.** Gather staff before the daily Openings and after Closings to pray, make announcements, share needs, and hear concerns.
- **Check that multimedia equipment is working.**
- **Make sure all volunteers have arrived.** Find substitutes or be ready to step in if needed. Some Directors recruit “floaters” to fill in as needed.
- **Check in with registration and address questions from volunteers and parents.** This is especially important the first couple of days at VBS!
- **Make sure all children are signed in and out** by their parents or people authorized by their parents.
- **Be available and support volunteers.** Check in on sites to encourage leaders and children. Be ready to assist with any issues that arise.
- **Coordinate health concerns.** Work with leaders to accommodate children with allergies or special needs in a discreet way.
- **Thank volunteers.** Appreciative words, small gifts, food, notes, and prayers show thanks and care.
- **Invite families to a closing celebration.** Find an outline for a Closing Program in this guide.

1–2 weeks after VBS

- **Help returning visitors feel at home.** Greet VBS visitors, show them around, and introduce them to other children and members.
- **Gather and store supplies.** Return borrowed items.
- **Evaluate your VBS.** Ask for feedback from all volunteers. Make notes of successes and opportunities for improvement.
- **Make a final report.** Include statistics on expenses, attendance, volunteers, and supplies.
- **Follow up and communicate.** Mail postcards or letters to children and families who attended and invite them to worship services, Sunday School, Bible class, and other church activities.
- **Share your results** with your congregation. Provide your pastor and church leadership with information about families who are interested in your church.
- **Thank volunteers** with a personal note, a small gift, or even a VBS volunteer thank-you party!

Plan

Choosing Dates

Selecting your VBS dates is an important task. Consider the people you hope to reach as you explore options. List your top three date options, then announce a final date as soon as possible so people can avoid making other plans that conflict with VBS.

Issues to Consider

Church staff availability. It is vital that your pastor and staff have visibility and opportunities to develop connections with newcomers. Ask staff members to lead worship or music, lead or help with a site, or greet families as VBS begins and ends.

School schedule. Some school districts offer summer school. Avoid scheduling during your district's summer school, if possible. If your community has year-round schools, consider offering VBS during one of the breaks.

Community conflicts. For smaller communities, work around scheduled events such as day camps. Call other congregations to avoid scheduling VBS at the same time.

Weather concerns. If possible, avoid scheduling during traditionally hot or wet weeks.

Work and childcare needs. Help provide for your community's needs by considering an all-day program or free transportation. Provide childcare for volunteers.

Choosing Space

Space informs many decisions. Review the space needs below and in the “Decorate and Set Up” section of this guide, and then make space assignments.

Use your largest space for Opening & Closing, because everyone meets together. Choose an area large enough to include all children and volunteers. Some churches choose to hold the Opening & Closing in the church sanctuary. You will need to use multimedia equipment in this area to show the videos and slide presentations.

Sites should be located far enough apart to avoid distractions. The Bible Exploration site also needs multimedia equipment. It is helpful for the Snacks area to be located close to a water source for easy cleanup. If possible, locate Games outdoors or in a large area where children can run around.

Consider any additional spaces needed, such as a volunteer hospitality area, a supply center, an area for registration, and any food-service needs for snacks.

Consider providing a staffed, quiet area where kids can rest a bit if they become overwhelmed or overstimulated.

Early Childhood Space Needs

Preschoolers feel safe and secure with few disruptions and limited time outside of their main space. Rooms with child-size tables and chairs and that are close to restrooms and an outdoor play area are ideal.

It is helpful to have a dedicated Early Childhood area where all preschoolers can gather at the beginning and end of VBS. A dedicated space helps to provide safety and a smoother transition as parents drop off and pick up their children.

Elementary Space Needs

The Elementary Teams start the day together at the Opening. They gather at the end for the Closing in the same space. Space is needed for the following sites: Bible Storytelling, Bible Exploration, Games, Snacks, and Crafts.

Each site has unique space and supply requirements. For more information, consult the “Decorate and Set Up” section in this guide, which gives information about the needs of each site for setup. The individual Site Leader Guides in the *Starter Kit* will also provide guidance on space selection and setup.

Budget

Vacation Bible School is a big event at any church. It takes a commitment of people and financial resources to offer a quality program. Begin by setting a budget, considering the cost per child. Include all costs: curriculum, decorations, food, and any other expenses.

Start a budget worksheet by listing all sources of income. Then make a list of needs and wishes, even if you think you can't afford them right now. Add costs beside each item, then add up costs and transfer them to your budget worksheet. Remember to consider costs for copies, craft supplies, snacks, postage, publicity, and volunteer appreciation.

Common Income Sources

Sponsor a child. Many churches give members an opportunity to sponsor a child's attendance. After you've done your budget, figure out a cost per child and give church members the opportunity to contribute that amount to send a child to VBS.

Sponsor a site. Ask church members to sponsor their favorite VBS site. Figure out the costs of leader and student resources for each site to set a sponsorship price.

Seek donations. Take a special VBS offering at church, or ask church groups to donate for VBS. Visit the groups to share your VBS purpose and goals so they understand how VBS fits into your church's mission. Some congregations include VBS in the yearly budget. Ask your pastor or the financial leadership if your church covers some VBS expenses.

Fundraisers. Fundraising for VBS is growing in popularity. Old standards like car washes, bake sales, ice cream socials, and silent auctions do work! Use the fundraiser event to promote the theme and dates of your VBS.

Give thanks. Publicly thank donors and sponsors by listing their names in bulletins and newsletters. Post pictures of your VBS on a bulletin board during and after VBS and add a thank-you note for all.

More Budget-Stretching Ideas

Coordinate your VBS with other congregations.

Create a co-op with one or more churches in your area. Coordinating your dates is important for this to work! Then work together to create decorating items and props for Bible Storytelling. Share Bible costumes, game equipment, and other VBS supplies.

Invite church members to donate items. Make a list of items needed for each site. Determine which items need to be donated (items that will be used up) and which can be borrowed and returned to the owner. Choose a different color paper for each site; write each need on a slip of paper or use the Supply Request Tags on the *Director USB* and in the digital content center. Make sure to include information such as the amount needed, whether the item is to be donated or borrowed, the date the item is needed, and a place to list contact information for items that need to be returned to the owner. Ask people to attach the tag to the item and leave it in a collection box or area by a certain date.

Ask businesses to donate cups, drinks, or other supplies.

Acknowledge donations in a letter to families and in closing program bulletins. After VBS, send thank-you letters sharing how the donations helped. Include highlights of your program.

Order VBS resources early. Some items can't be reordered if they run out, leaving you to find costly substitutes.

Site Rotation

Tropical Trek activities get kids moving, engage their senses, and get them into God’s Word—all so they can learn about their Savior, Jesus!

How does site rotation work?

Everyone starts the day together at the Opening. They gather at the end for the Closing in the same place. In between, the Teams rotate to five sites: Early Childhood or Elementary Storytelling, Bible Exploration, Crafts, Games, and Snacks.

1. Start Here Together

***Tropical Trek* Opening**

Opening & Closing is where the whole group of VBS kids—plus their Team Leaders, Site Leaders, and Helpers—meets to begin and end their day at VBS.

- Gather with everyone.
- Pray and sing.
- Watch the Opening Skit.
- Hear about the Bible story.
- Learn the Take-Home Point.

2. Get Moving

Early Childhood and Elementary Storytelling Sites

At Early Childhood or Elementary Storytelling, kids hear God’s Word and actively participate in telling the Bible story. With their Teams, they discuss what the Bible lesson means for their everyday lives.

- Do an activity to get ready for the Bible story.
- Participate in the telling of the Bible account.
- Say the Take-Home Point.
- Review the Bible account with small-group activities and *Early Childhood or Elementary Leaflets*.

Bible Exploration Site

Bible Exploration is where Teams learn the Bible Memory Verse. The Bible Memory Verse Song and actions help them remember and keep God’s Word in their hearts! Then kids watch a cool science demonstration that reinforces the point of the Bible account and connects it to their lives.

- Find the Bible Memory Verse in the Bible and say it together.
- Sing the Bible Memory Verse Song for the day.
- Watch an awesome science demonstration.
- Review the Bible story.

Crafts Site

At Crafts, kids make fun projects that help them remember the Bible lesson and how God is working in their lives.

- Use creativity to make the daily craft project.
- Make connections with the Take-Home Point and Bible story.

Snacks Site

Snacks is a favorite place for kids to talk and relax as they eat a delicious treat that reinforces the point of the Bible lesson.

- Make and eat yummy snacks.
- Make connections with the Take-Home Point and Bible story.

Games Site

At Games, kids play great games that make connections between the Bible lesson and their lives.

- Play games.
- Make connections with the Take-Home Point and Bible story.

3. End Here Together

***Tropical Trek* Closing**

- Gather with everyone.
- Sing and pray.
- Review the Take-Home Point.
- Watch the Closing Skit.
- Learn about the Mission Project.
- Review the Bible Memory Verse.
- Take home the *Tropical Trek Collectibles*, the *Early Childhood or Elementary Leaflets*, and a blessing from Team Leaders.

Planning Your Site Schedule

Most five-day VBS scenarios will have an Opening, a Closing, and five rotation sites.

Every site (Bible Storytelling, Bible Exploration, Crafts, Snacks, and Games) takes about 20 minutes. Allow 5-minute transitions between each rotation. If you follow this schedule, your VBS will run 2 hours, 50 minutes. You can adjust site times to fit your situation.

Think of your VBS in team units of six or fewer kids. You can create Teams by age levels or by integrating ages into “family groups.”

Several Teams will travel together in a group to the five rotation sites. The number of Teams traveling together will depend on the capacity of each site. You will likely not want more than four Teams (24 kids) at a site at a time. Make sure each site has enough space and help to accommodate the Teams.

Also consider the following:

- If you have a large number of preschool children, you may want to create a set of Early Childhood sites that are separate from the Elementary sites.
- If you have a smaller group of preschoolers, you could have the Early Childhood Teams travel as one group.
- Another option is to group preschoolers with older children, especially if there are only a few children in each age group.
- *Tropical Trek* provides an Early Childhood Storytelling Leader Guide and an Elementary Storytelling Leader Guide with age-appropriate activities for each group.

Adapt to Fit Your Size

The Small VBS = 25 or Fewer Children

If you have 25 or fewer children in VBS, you can have everyone travel together to the five sites. The Site Leaders will lead their activities one time for everyone.

The Medium VBS = 25 to 100 Children

If you have 25 to 100 children in VBS, you can have up to four Teams of six children travel together to the sites. The Site Leaders will repeat their activities for each group.

The Large VBS = More Than 100 Children

If you have more than 100 children, you can duplicate sites, creating two or more areas for the same site. Bring everyone together for the Opening and the Closing.

