



VBS 2013 New Administrative Leadership Conference

Purpose Statement

This one-hour conference plan is designed to assist new or inexperienced VBS Directors in leading LifeWay's Colossal Coaster VBS.

Resources to Collect

Resources to Collect

- *VBS 2013 Administrative Guide for Directors*
- *VBS 2013 Worship Rally Guide*
- *VBS 2013 Worship Rally DVD*
- *VBS 2013 Supersized Coaster Backdrop*
- *VBS 2013 Sampler and/or Super Sampler*

Step 1: Welcome Conferees at the Main Gate

- Name tags
- 2 swim noodles

Step 2: Park Operator

- *VBS 2013 Administrative Guide*

Step 3: Get in Line – What Are You Doing?

- Purpose:
 - Assignment #1 – Purpose Cards
- Bible Verse:
 - *VBS 2013 Visual Pack*
- Bible Content:
 - No additional resources needed.

Step 4: Take Your Seat in the Car – Think About the Ride

- 8 *VBS 2013 VBS Collector's Cups*
- *VBS 2013 Decoration Punch-outs* or Assignment #2 – Rotation Cards
- Tape
- Launcher:
 - 2 9 oz. plastic cups

- 2 12-inch balloons
- Scissors
- 16 mini pom-poms
- 8 adhesive notes
- Marker

Step 5: Go Up the Hill – Who is With You on the Ride?

- No additional resources needed.

Step 6: Ride Down the Hill – Let People Know You are There

- No additional resources needed.

Step 7: Loop-the-Loop – Take Names and Keep Track

- No additional resources needed.

Step 8: Come to a Complete Stop – Ride is Over

- No additional resources needed.

Step 9: Look on the Map

- *VBS 2013 Inflatable Coaster Car*
- 8.5-by-11-inch piece of paper
- Scissors

Step 10: Park Closing

- 2 swim noodles

Resources to Prepare

Step 1: Welcome Conferees at the Main Gate

- Place a name tag in each chair.
- Place the swim noodles at the front of the room.

Step 2: Park Operator

- No preparation needed.

Step 3: Get in Line – What Are You Doing?

- Purpose:
 - Cut apart the Assignment #1 – Purpose Cards into 4 rectangles. Set them aside to distribute during the conference.
- Bible Verse:
 - Hang the *VBS 2013 Visual Pack* on the wall.
- Bible Content:
 - No preparation needed.

Step 4: Take Your Seat in the Car – Think About the Ride

- Either punch out the 8 rotations from the *VBS 2013 Decoration Punch-outs* or cut apart the Assignment #3 – Rotation Cards.
- Attach one rotation or card with tape to a total of 8 *VBS 2013 VBS Collector's Cups*.
 - Main Gate
 - Coaster Alley
 - Tune Town
 - Adrenaline Zone
 - Cotton Candy Café
 - Scissors & Stuff Emporium
 - Global Expo
 - Coaster Alley or Main Gate
- Launcher:
 - Stack the two plastic cups together.
 - Cut off the bottom portion of the plastic cups.
 - Tie a knot at the end of the deflated balloon and cut off one-half-inch from the round end.
 - Stretch the balloon over the top end of the cups with the lip.
- Print the following on each adhesive note:
 - 20 minutes
 - 40 minutes
 - 25 minutes
 - 25 minutes
 - 25 minutes
 - 25 minutes
 - 25 minutes
 - 25 minutes
 - 20 minutes

Step 5: Go Up the Hill – Who is With You on the Ride?

- No preparation needed.

Step 6: Ride Down the Hill – Let People Know You are There

- No preparation needed.

Step 7: Loop-the-Loop – Take Names and Keep Track

- No preparation needed.

Step 8: Come to a Complete Stop – Ride is Over

- No preparation needed.

Step 9: Look on the Map

- Cut the piece of paper into 8 squares.
- Print the following on each piece:
 - *Special Friends*
 - *Clip Art*
 - *Choreography for Songs*
 - *Pastor's Sermon Outline*
 - *Tips on Leading a Child to Christ*

- *Family Night Events*
- *Missions Action Project*
- *Sample Follow-up Letter*
- Fold up each square and place them in the *VBS 2013 Inflatable Coaster Car*.

Step 10: Park Closing

- No preparation needed.

Resources to Copy

- Handout #1 (one per conferee)

Focal Wall Description

- Place a *VBS 2013 Supersized Coaster Backdrop* on the focal wall.
- Hang the *VBS 2013 Visual Pack* posters around the room.

Room Setup Description

- Arrange the chairs in semi-circle.
- Place a nametag and copy of the handout in each chair.
- Cover display tables with *VBS 2013 Tablecloths*. Set out elements from the *VBS Colossal Coaster World Sampler* and/or *Super Sampler*.

Decoration Suggestions

- The conference room should resemble an amusement park.
- Decorate the room using a variety of resources available including Quick Scene Decoration Punch-outs, Wall Art, and Floor Prints.

Audio Visual Needs

CD Player

DVD Player and Monitor/Projector

Teaching Steps

1. Welcome Conferees at the Main Gate (5 minutes)

- Play scenic footage and music from Worship Rally DVD.
- Greet conferees at the door and welcome them to Colossal Coaster World.
- Ask each conferee to find a seat and fill out a name tag.
- Introduce yourself and summarize the purpose of the conference.
- Open with prayer, asking God to help you trust Him through this year's VBS.
- Invite 4 conferees to stand in front of the group. Assign 2 people to ride the coater and 2 people to help with the props. Give the 2 swim noodles to the props people and ask them to demonstrate the following steps of riding a roller coaster. Give suggestions if they are needed. Allow conferees to be creative and show other ideas.
 - Get in line
 - 2 volunteers hold swim noodles as railings as other volunteers move through the line
 - Take your seat in the car
 - 2 volunteers pretend to sit in coaster as other volunteers move swim noodle down as safety bar (in front or over each shoulder)

- Go up the hill
 - 2 volunteers grip onto safety bar and might look scared as other volunteers hold safety bar in place
- Ride down the hill
 - 2 volunteers hold up arms and screams as other volunteers hold safety bar in place
- Loop-the-Loop
 - 2 volunteers grip the safety bar as other volunteers hold the safety bar and all three turn in circles
- Come to a complete stop
 - 2 volunteer give high five to each other with excitement as other volunteers move safety bar up
- Thank participants and say: “It looked like you had a lot of fun (or were terrified) riding the roller coaster today. As we learn about *Colossal Coaster World* we will discover that leading VBS is a lot like these same parts of ‘riding’ a roller coaster. Let’s get started.”

2. Park Operator (5 minutes)

- Say: “Have you ever watched people walk around at an amusement park? Have you watched their steps? You may see kids walking with fast and quick steps because they are excited. You may see kids taking anxious and timid steps because they are scared. You may see parents taking long, slow steps because they are exhausted!”
- Continue: “Not only do the steps people take determine where they are going, many times you can tell how someone feels as you watch them take step after step after step. They may be excited, scared, tired, or even indifferent. Here at *Colossal Coaster World* VBS directors are the Park Operators. And since you are in charge, people will watch the steps you take. Are you going to walk with excitement or are you going to drag your feet?”
- Ask conferees to open the Administrative Guide to page 1.
- Say: “Today we will discover how the 6 steps of riding a roller coaster are a lot like directing VBS. Fill in each step on your handout as go. (The answers to the handout are in bold for each step.)”

3. Get in Line – What Are You Doing? (Purpose) (5 minutes)

- Purpose
 - Comment: “The **first** step to riding a roller coaster is to **get in line**. Sometimes the lines move fast and sometimes they move very slowly. When you stand in line you may think, ‘What am I doing here?’ ‘Should I really be riding this?’ ‘Am I old enough to ride this coaster? Am I too old to ride this coaster?’”
 - Share how Pastors and directors may experience the same questions as they prepare for VBS. Explain how the best Pastors and directors understand what they are doing, or their **purpose**, as they lead.
 - Distribute the Purpose Cards (Assignment #1) and ask volunteers to read them aloud. Guide conferees to fill in the blanks on their handout.
 - Vacation Bible School is a:
 - a. College
 - b. Ministry (CORRECT)
 - c. Agency

- VBS is a ministry designed to:
 - a. Reach people of all ages (CORRECT)
 - b. Reach kids
 - c. Reach parents
 - VBS is a ministry designed to reach people of all ages, leading them to:
 - a. Have fun
 - b. Learn the Bible
 - c. Know and respond to Jesus Christ (CORRECT)
 - VBS is a ministry designed to reach people of all ages, leading them to know and respond to Jesus Christ as led by the:
 - a. Pastor
 - b. Holy Spirit (CORRECT)
 - c. VBS Director
 - Say: “The purpose of VBS is accomplished based on time-tested and church-proven principles.”
- Bible Verse
 - Comment: “Now that we know why we are here, let’s get some basic understanding of this ‘ride’ we are about to experience.”
 - Explain that kids will learn one Bible verse for the week. Share how supporting scripture will be introduced each day. Kids will memorize 2 Timothy 1:7 and emphasize a portion of the verse each day.
 - Point to the verse from the *VBS 2013 Visual Pack* and invite conferees to say the verse from 2 Timothy 1:7 with you: “For God has not given us a spirit of fearfulness, but one of power, love, and sound judgment.”
- Bible Content
 - Say: “Another part of understanding the purpose at VBS is to know what we will teach.”
 - Guide conferees to look at the Park Itinerary on pages 8-9 in the Administrative Guide to see an overview of the learning for Preschool, Kindergarten, and Children.

4. Take Your Seat in the Car – Think About the Ride (Plan) (10 minutes)

- Ask: “Who remembers the **second** step of riding a coaster?”
- Say: “We have waited in line long enough. It is finally time to **take our seat** in the car.”
- Ask: “When you sit down in a roller coaster car, do you think about what is about to happen? Do you think about holding on tight to the safety bar or do you think about holding your hands high in the air?”
- Say: “Here at VBS, the ‘thinking’ about the ride is the **planning** phase.”
- Invite 8 volunteers to stand in front of the group. Ask each volunteer to hold a labeled *VBS 2013 Collector’s Cup*. Ask the volunteers to stand in a mixed up order.
- Invite 2 other volunteers to the front. Hand each volunteer a prepared cup launcher. Ask the 2 volunteers to place a mini pom-pom inside the launchers.
- Say: “Today we have 2 churches represented.” Ask volunteers to share their name and church name.
- Explain: “When I say ‘Go,’ you will launch the mini pom-pom into a labeled cup. You must go in the Colossal Coaster World order as listed on page 21 in the Administrative Guide. The church who finishes their day first will win.”

- Ask each launcher to aim the cup toward the Cup, pull back on the knot, and launch the pom-pom. Ask the Cup holder to try and catch the pom-pom. Once the pom-pom has been caught, the launcher can move onto the second stop of the day. Remind the Cup Holders that they may have 2 pom-poms launched at the same time and they should try and catch both.
- Guide conferees to shout out the order for the pom-poms to be launched. Although the rotation order will vary, ask the volunteers to follow the order on page 21.
 - Main Gate
 - Coaster Alley
 - Tune Town
 - Adrenaline Zone
 - Cotton Candy Café
 - Scissors & Stuff Emporium
 - Global Expo
 - Coaster Alley or Main Gate
- Talk about the plan needed to aim and launch the pom-poms correctly in order to cup them in the cups.
- Say: “Having a plan for your VBS schedule is important. Look at each aspect of your VBS and spend time planning each component.”
- Briefly share each rotation site. Invitee conferees to write down any specific notes in the square beside each rotation.
- Talk about the new aspects of the following areas:
 - Cotton Candy Café: Snack Cards now include a Bible story related option for each day
 - Global Expo: Missions rotation includes two short (2 to 3 minutes each) video segments per day, and two missionary families that will be followed all week.
 - IMB = Flocks, six kids, assigned to Bolivia.
 - NAMB = Pillays, originally from South Africa, assigned to Connecticut.
 - Mission project is Colossal Care Kits which can be distributed to local homeless individuals and shelters.
- Share a sample VBS 3-hour Daily Schedule by placing the time allotment adhesive notes on the cups. Ask the Cup holders to stand in order. Guide conferees to write in the time allotments on their handout by each rotation.
 - Main Gate – Worship Rally: 20 minutes
 - Coaster Alley – Bible Study: 40 minutes
 - Tune Town – Rotation: 25 minutes
 - Adrenaline Zone – Rotation: 25 minutes
 - Cotton Candy Café – Rotation: 25 minutes
 - Scissors & Stuff Emporium – Rotation: 25 minutes
 - Global Expo – Rotation: 25 minutes
 - Coaster Alley or Main Gate – Closing: 20 minutes

5. Go Up The Hill – Who is With You on the Ride (Enlist and Train) (5 minutes)

- Say: “Ok folks...we are on the **third** step. The ride has started. We are now officially **going up the hill.**”
- Comment: “When I am sitting on a roller coaster, I always look at who is sitting next to me (my husband or kids) and make some kind of eye contact with them. Sometimes I

have ‘excited’ eyes and sometimes I have ‘scared’ eyes. What is important is that I know the person I sit by. I want to experience the ride with someone I know.”

- Share how filling the park with the correct people is essential in running an amusement park. Explain how **enlisting and training** the correct people for VBS is just as essential.
- Say: “The number of staff your church needs may be small or large. Whatever it is, begin now to enlist people. Start with age-group and department leaders first. Ask them to assist in enlisting their teams.”
- Say: “Once you have enlisted, remember that training is an important part of VBS. According to Jerry Wooley, LifeWay’s VBS Specialist, ‘Statistics show that for every leader trained, 1.1 professions of faith are reported.’ What an encouragement to know that training leaders is key to fulfilling our VBS purpose.”

6. Ride Down the Hill – Let People Know You are There (Promote and Publicize) (5 minutes)

- Say: “We’ve finally reached the top of the hill on our coaster ride. The **fourth** step in the riding a roller coaster is to go over the top and **ride down the hill**. When I am riding a roller coaster I let everyone know how much fun I am having. I scream, and whoop, and holler as loud as I can. People around me cannot miss the fact that I am having a blast.”
- Explain how **promoting and publicizing** VBS can be the same. Share how it is our responsibility to whoop and holler and let our church and community know how much fun they can have at VBS.
- Say: “A great way to let people in your community know about your VBS is to first establish a promotion team.”
- Ask conferees to look at pages 38--42 for ideas.

7. Loop-the-Loop: Take Names and Keep Track (Registration) (5 minutes)

- Comment: “On our coaster ride we’re about to approach the **fifth** step....the upside down **loops**. The best advice for this part of the ride is to hold on tight and push your head back on the headrest. When I ride I always know when the loops are coming. I keep track of where they are. I think the loops are the craziest part of the ride!”
- Say: “Sometimes the craziest part of VBS is **registration**. But, as long as you keep track of people then it doesn’t have to make you feel like you are upside down. It can be smooth.”
- Ask conferees what is the difference between pre-enrollment and registration.
- Explain: “Pre-enrollment is the effort to register kids before VBS begins. Registration is when you enroll kids during VBS.”
- Share how a Registration and VBS Attendance Record forms are found in the Administrative Guide.
- Explain how churches can utilize *VBS Tools Online* to help them register kids and volunteers and manage their VBS through their customized *VBS Tools Online* site.

8. Come to a Complete Stop: The Ride is Over (Follow-Up) (5 minutes)

- Say: “Whew...our coaster ride is almost over. Now we must wait until we have come to a complete stop to get up from the car. Once the safety bar is up, we will be free to exit the coaster. We have reached our **sixth** step and have **come to a complete stop**. We survived!”
- Comment: “Many times at the end of the week of VBS we feel the same ride. The week is done and we survived. However, the work of **follow-up** has just begun.”

- Say: “After VBS we want to continue to connect with kids, families, and the community.”
- Share how the “VBS Follow-up and Discipleship Plan” is provided on the CD-ROM of the Administrative Guide. Explain how the plan helps churches set up specific plans for effective and on-going follow-up after VBS is over.
- Explain how connecting with families is essential after VBS.
- Distribute an *ABC Memory Card* to each conferee. Share how to properly use the card. Allow conferees time to walk through the steps.

9. Look on the Map (10 minutes)

- Ask: “When you are at an amusement park and you get lost, what do you do?” (*look at a map*)
- Comment: “The best way to not feel lost as a director is to know where you can find the things you need.”
- Pass around the *VBS 2013 Inflatable Coaster Car*. Ask a conferee to choose a piece of paper from the car and tell where they would find the information:
 - Special Friends VBS: Administrative Guide p. 64
 - Clip Art: Administrative Guide Enhanced CD, Decorating Made Easy CD, www.lifeway.com/vbs
 - Choreography for Songs: *VBS 2013 Music Rotation Lead Guide with DVD, VBS 2013 Worship Rally DVD*
 - Pastor’s Sermon Outline: Administrative Guide Enhanced CD (Pastor’s Helps)
 - Tips on Leading a Child to Christ: Administrative Guide inside cover
 - Family Night Events: Administrative Guide p.41-42, Administrative Guide Enhanced CD
 - Missions Action Project: *VBS 2013 Missions Rotation Leader Guide with DVD*, Missions folder in the *3s-Kindergarten Rotation Pack*
 - Sample Follow-Up Letter: Administrative Guide Enhanced CD
- Print out the materials from the Enhanced CD to show conferees.
- Point out that many resources are available to help pastors and directors lead a successful VBS.

10. Park Closing (5 minutes)

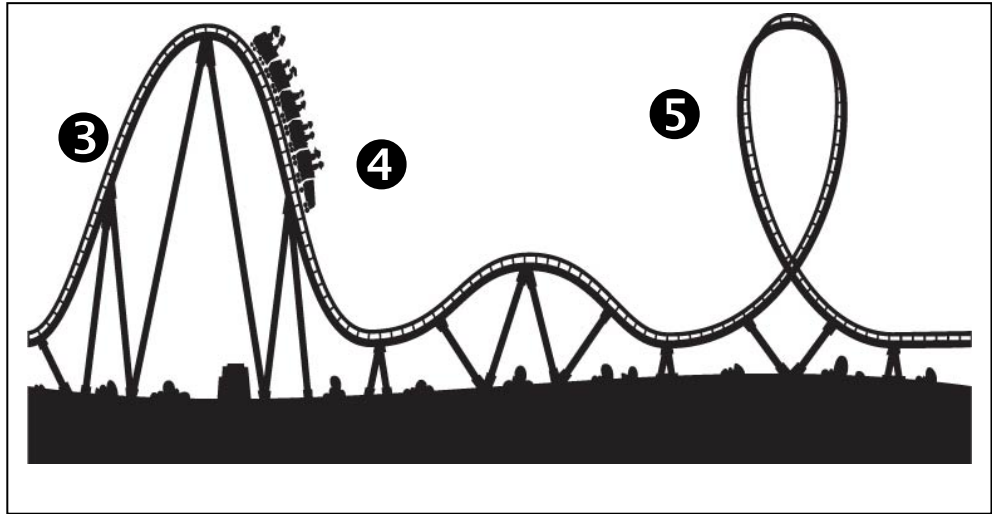
- Say: “As we prepare to end the conference today, let’s review the 6 steps of riding a roller coaster and directing VBS.”
- Invite 4 volunteers to stand at the front and go through each step. Guide conferees to shout out answers to help the volunteers remember the steps to riding a roller coaster and directing a VBS.
- Say: “I hope you have enjoyed your day at Colossal Coaster World and you have learned some new things about how to make your own VBS a success this year.”
- Thank conferees for attending.
- Close the conference in prayer.

Directing VBS is a lot like riding a roller coaster:



1

2



6

Roller Coaster

Directing VBS

1

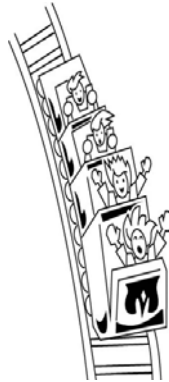
2

3

4

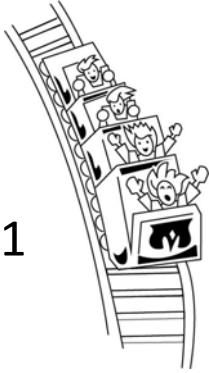
5

6



Assignment #1- Purpose Cards

#1



Vacation Bible School is a:

- a. College
- b. Ministry
- c. Agency

#2



VBS is a ministry designed to reach:

- a. People of all ages
- b. Kids
- c. Parents

#3



VBS is a ministry designed to reach people of all ages, leading them to:

- a. Have fun
- b. Learn the Bible
- c. Know and respond to Jesus

#4



VBS is a ministry designed to reach people of all ages, leading them to know and respond to Jesus Christ as led by the:

- a. Pastor
- b. Holy Spirit
- c. VBS Director

Assignment #2 – Rotation Cards

