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The Essential

# VBS

# Checklist





Since 1992, Faithlife Corporation (formerly Logos Bible Software) has grown from a couple of programmers in a basement into the largest developer of Bible study software and a worldwide leader in multilingual electronic publishing. We partner with more than 500 publishers to make more than 120,000 Bible study resources available to customers around the world.

Innovation is key to Faithlife's growth. In the last few years, we've expanded from our flagship software product, Logos Bible Software, to a variety of tools to complement your faith and Bible study experience. In June of 2011, we launched Faithlife Ebooks, a Christian ebook store and ereader app. In 2012, we released Faithlife Proclaim Church Presentation Software along with the Faithlife Study Bible and Faithlife.com, a social network that allows Christians from all over the world to connect and share ideas online.

Most recently, we've launched an entire suite of church administrative tools including Faithlife Sites, Faithlife Sermons, Faithlife TV, Faithlife Giving, and more! And we're still just getting started.

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## Introduction

Vacation Bible School (VBS) can have a huge impact on the lives of kids in your community.

As with any major event, a little planning and preparation can help you avoid a lot of last-minute stress, so you can focus more on the important things—like sharing the gospel with kids.

That's why a detailed checklist is so important.

VBS has multiple moving parts (including people), and there's no way you can keep track of everything on your own. But a checklist gives you flexibility. Due dates and schedules are constantly in flux, which is why a checklist is ideal for shifting dates as needed so you can keep rolling.

Enjoy The Ultimate VBS Checklist, and have your best (and most organized) VBS yet!

Happy planning!

# 2 Months before VBS

## Plan communication strategy

- Social media posts
  - Facebook
  - Instagram
- Media slide(s) or video announcements for Sunday morning and social media
- Announcement in church bulletin
- Announcement on church website
  - Include registration link
  - Include a sign-up link for volunteers
- Newspaper ads
- VBS banners, yard signs, posters
- Printed invitations to share with neighbors
- Landing page on your website

## Recruit volunteers

- Planning team
  - Curriculum team
  - Volunteer recruiting team
  - Supply team
  - Stage and classroom design team
- VBS week team
  - Check-in/check-out and security team
  - Classroom teachers and aides

- Activity center leaders
  - Song leaders/worship team
  - Large group teachers and volunteers
  - Audio/visual team
  - Cleanup/restock team
- Note: Make sure to follow your church's volunteer requirements, including background checks and personal interviews

### **Order VBS materials and supplies**

### **Open registration for students**

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# 1 Month before VBS

## **Review communication strategy**

- Is your communication strategy working the way you expected?  
Anything you want to add or change?

## **Order volunteer t-shirts**

## **Provide volunteer training (including any staff helping out)**

- Share songs, curriculum, and crafts
- Create a list of ways to pray for the kids who attend

## **Make postcards for parents**

- Provide a postcard on the first day with information about special days during the week
- Create an invitation for the closing ceremony

## **Coordinate prep team for decorating**

- Order remaining supplies
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# 1 Week before VBS

## **Decorate church**

## **Meet with VBS volunteers to go over schedule, check-in/check-out policy, who to contact with questions**

- Make sure volunteers know where to meet each morning before VBS starts

## **Assign classrooms to registered kids**





# During VBS

## **Meet with volunteers every morning before VBS**

- Pray together
- Ensure everything is going well for them and their kids
- Announce schedule changes or updates

## **Check that supplies and snacks are ready**

## **Encourage kids and volunteers to have fun**

- Enjoy yourself, and others will too

## **Share pics and videos on social media**

- If you plan to share photos and videos, make sure to have parents sign a photography release form before posting anything with kids' faces. Where possible, crop or blur kids' name tags.

## **Remind parents they're invited to the closing ceremonies on the last day of VBS**

- Distribute the closing ceremony invitation postcard at check-in and check-out
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# Last Day

- Send home invitations to upcoming events for kids and their parents
  - Pack up each classroom before leaving
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# After VBS

**Make sure cleanup is complete and facilities are ready for weekend services**

**Share VBS highlights with your church**

- Recognize all kids and parents in attendance
- Share a video, or ask teachers, parents, or kids to share about their VBS experience

**Send thank-you cards to kids and parents for attending VBS**

- Include an invite back to church for anyone who's not a member or regular attender
  - Ask volunteers to invite new families they befriended during the week to come to church with them.
- Add new families to your email communication so they don't miss out on any upcoming activities

**Host a volunteer appreciation party**

- Include a time to share wins
  - This is a great way to gather stories for VBS promo next year
- Ask what you can improve

**Start praying and planning for next year's VBS!**

- Did you notice any volunteers who did a spectacular job? Consider recruiting them for next year's planning team.
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# Bonus Content

## 9 verses about who God says you are

VBS is a special time for kids to learn who God is and all of the awesome things he has to say about them! We've created free bonus slides with a handful of Bible verses to help guide your kids (and volunteers) to a deeper understanding of what it means to be a child of God. Find these in the .zip file that opened with this checklist. You can use these slides and verses to build your own VBS theme or to supplement your VBS curriculum.

### How to use this VBS media

- Pick one verse as the VBS memory verse of the week. (Don't forget to use one of the slides that matches your VBS theme!)
  - Print postcards with these verses for kids to take home and memorize
  - Select one or two verses to share with kids each day
  - Share with VBS volunteers and ask them to pray that these truths sink into the hearts of the kids attending
  - Pray through these verses for your volunteers and yourself
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**To learn more or to schedule a demo,  
visit us online at [Faithlife.com](https://Faithlife.com).**

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