

Contact your local associational office for associational VBS training dates. Put the dates on the church calendar.





Begin enlisting leaders for Bible Study and other rotation sites.



Order the VBS 2025 Kids Starter Kit: Grades 1–6 and the VBS 2025 Preschool Starter Kit: Babies– Kindergarten or the VBS 2025 Multi-age Starter Kit.

Estimate VBS enrollment and determine class and department organization.



Enlist a VBS promotion team leader. Develop a promotional plan.





## Enlist a VBS records team leader.







Enlist a VBS connection team leader.



Enlist a technology team to take pictures and videos, play DVDs, print materials from the Enhanced CDs, and so forth.

Create a VBS calendar of events and place those events on the church calendar. Distribute a copy of the calendar to leaders as they are enlisted.



Schedule planning/ training meetings and develop agendas.





Guide the VBS promotion team to present a promotion strategy.

Plan pre-enrollment activities.

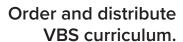




Plan a VBS kickoff event.



Continue to enlist directors and leaders for Bible Study and rotations.









Finalize the VBS daily schedule.



Conduct the first planning/training meeting.



Invite volunteers to attend associational VBS training.

Print copies of the Supply List Request Form and distribute to leaders with the deadline for returning them.





Organize a planning day to give volunteers a time to meet and collaborate on their VBS lessons, schedules, and so forth.

Plan VBS Celebration activities.



## 1-2 MONTHS BEFORE VBS

Dates:\_\_\_\_\_

Begin promotion efforts to the community.





Finalize follow-up procedures and events.





Lead teams to conduct planning meetings.

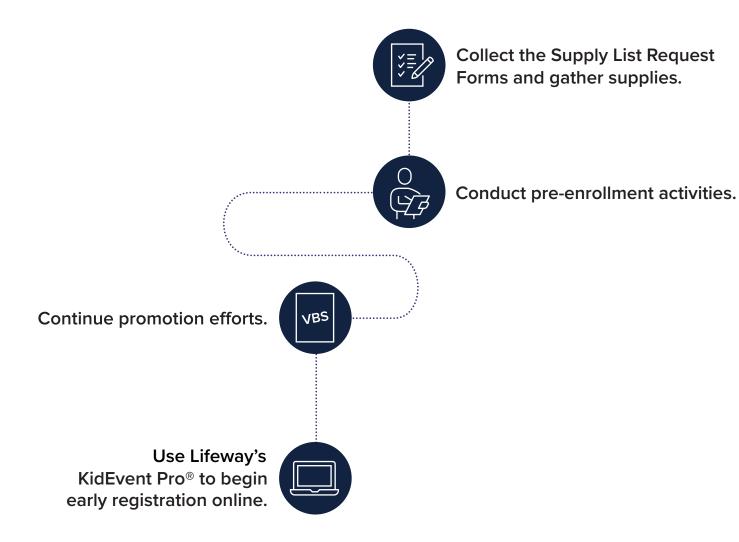


Plan to participate in the National Day of Prayer for Vacation Bible School.

Distribute Prayer Calendars from the *Administrative Guide*.



*M*AY 18,2025





Assign pre-enrolled participants to a Bible Study room and other age group departments.





Duplicate and prepare classroom folders. Folders should include attendance forms, schedules, special announcements, and so forth.



Distribute Prayer Walk Brochures and Prayer Cards.

Distribute supplies.



Finalize room assignments.

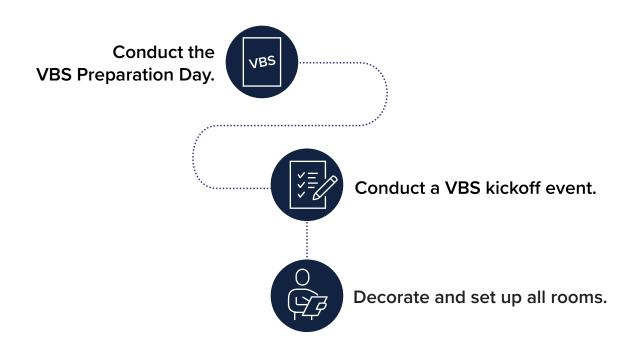




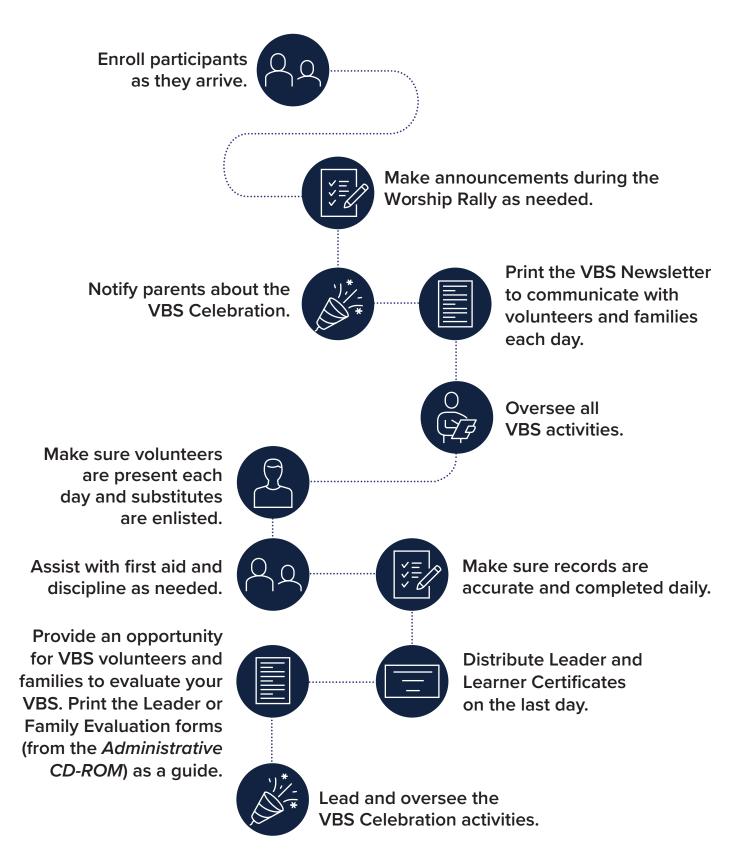
Finalize plans for VBS Preparation Day.

## THE DAY BEFORE VBS

Dates:\_\_\_\_\_







Contact the children who made decisions and their parents.





Continue to connect with VBS guests. See the *Administrative Guide* for tips.





Collect, return, and store supplies.



Provide a summary of VBS evaluation forms for the pastor and staff members.

Fill out the VBS 2025 Church Report Form at vbs.lifeway.com/churchreport.





Return the church to its original arrangement.

Express appreciation to all volunteers with leader appreciation gifts/events.





Follow up with participants and families.