



VBS Directors Workshop

Opening Introductions of workshop leader and participants. As you go around for introductions, ask each participant to list their biggest challenge with directing VBS and their greatest joy. (So you can tailor the needs of the workshop for your group.)

I. Choosing a VBS format and schedule

A. Who is your target audience?

(Children, families, youth and adults included?)

B. Schedule options

(daytime vs. evening, weekday vs. weekend)

C. Registration

(online vs paper)

II. Choosing a curriculum

A. What makes curriculum Methodist?

B. Activities that fit your space and budget

III. Budget

A. Choosing snacks, crafts, and decorations

B. Teaming up other churches

(Networking, Sharing resources)

C. Donations and cost cutting ideas

D. Publicity

(internal and external)

IV. Recruiting and Training

A. Building a team

B. Training options

C. Creating a Safe Sanctuary

Staff Selection Guidelines

- 4-6 year age difference between leaders and participants
- At least 18 years old
- Member of or active in church at least 6 months
- Reference checks
- Background checks
 - Arkansas Child Maltreatment Registry check (allow 4-6 weeks for results)
 - Sex Offender Registry – included in most background check services

Staff Supervision Guidelines

- Two adult rule
- Windows on all doors or open doors
- Appropriate boundaries
- Appropriate discipline

- Appropriate settings
- Confidentiality
- Use of cell phones, social media

V. Other

Large Member Church issues

- Safety and Registration, Drop Off & Pick up
- Adult to Child ratios for large attendance

Small Member Church issues

- VBS on a Shoestring Budget
- Sharing resources