



# VOLUNTEER MEETING GUIDE



## WORKDAYS

We suggest organizing volunteers about 1-2 months in advance for workdays once a week. These are days set aside mostly for **building sets and props** needed.

Another thing you can do during these workdays are going around your community to **promote VBS** by distributing flyers and/or posters.

Also, your **activities** team could meet and try out each of the activities to make sure they work, and to ensure you have all the supplies you need.

It's really helpful to designate these workdays far enough in advance so that if you don't get as much help as you'd anticipated, you still have enough time to get all the work done, or to recruit more volunteers!

## TRAINING

### PREP THEM.

It's a good idea to get your volunteers together about two weeks before your VBS to make sure everyone is on the same page. Before you get your volunteers together, be sure to prepare and print a few things for them, like: 1) A list of your volunteer roles and assignments, 2) schedule for the week, 3) team (small group) leader guides, 4) rules or expectations for kids and volunteers, and 5) familiarize leaders with communication app used to text families each night, if applicable.

### REMIND THEM OF THE GOAL.

Help your volunteers keep things in perspective by reminding them how significant this summer can be in the lives of your kids. Remind them that VBS can be a pivotal moment in helping kids connect with God and connect with each other. What's more, they will create lots of fun memories and build momentum that will carry into the next school year.

### INSPIRE THEM.

Once you've reminded volunteers of the goal, help them see their role in making that goal a reality. Tell them how valuable they are. Get specific about the impact they're going to make, from your team leaders to your tech crew.

### INFORM THEM.

Once everyone is feeling great about the upcoming week, get specific on the information they need to know. To prevent yourself from boring them, go over only the most important pieces of information, then provide the rest in a printed document they can review on their own.

### CONNECT THEM.

To close out your meeting, encourage your volunteers to swap phone numbers, connect with someone they don't know well, and remember that you are all part of one team, with one goal.