



VOLUNTEER MEETING GUIDE

MISSION:
DEEP SEA

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 subcommittee 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.

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, and 4) rules or expectations for kids and volunteers.

REMINDE 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.



RECRUITING VOLUNTEERS

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In addition to leaders who will spend time with the kids throughout VBS, recruit other volunteers to handle responsibilities like food service, programming, games, and administration. You may need to recruit volunteers to serve before, during, and after the event. A month before VBS, meet with your volunteers. Talk about the purpose of summer, the theme, schedule, rules, expectations, and any other details you deem important for them to know.

KEEP INVITES PERSONAL.

There's nothing more effective than a personal invite! Try using one-on-one personal invitations in addition to placing an announcement in the church bulletin, website, or social media. Granted, these are all valuable tools! But people tend to respond and feel needed when you approach them individually.

BE CLEAR TO BE KIND.

That is, be specific about the positions you need. Start small, with short-term commitments. Then place people where they are most useful and will feel valued.

GIVE THEM GUIDANCE!

Let them know that you are going to provide guidance and all the training necessary. . . then do it! It's important for your volunteers to know that they will get sufficient support from you. Help them help you!

INVITE THEM TO OWN THE PLANNING PROCESS.

Ask for their input on things like running activities, putting up decorations, preparing food and snacks, and all tasks that allow for creative wiggle room!

LEAN ON THEM AND REMEMBER THEY WILL NEED TIME TO LEAN ON YOU.

Make sure you delegate so you're not overwhelmed, but keep in mind your volunteers need to be able to count on you, too. When you feel someone isn't "doing enough," encourage them to lean on you. It could be that they have taken on too much or haven't felt seen in the process. Use it as a chance to check your leadership and to practice love.



VOLUNTEER CELEBRATION

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Throughout your VBS, be sure to let your volunteers know how thankful you are for them and their time. This is a simple gesture, but it can go a long way, especially on the second day of VBS, when they're exhausted.

If you're hoping the volunteers you've recruited decide to come back next year, here are a few things to try:

- Provide dinner for your volunteers just before VBS begins.
- Create space in your schedule for them to take a break away from kids, even for just 10 minutes.
- Create a specific branded item just for them, like a t-shirt or drawstring bag.
- Give them a gift bag tailored to the theme of your summer.

drinks, and exclusive goodies just for volunteers.

Don't forget about them after VBS is over! Plan a volunteer appreciation event, which can be as simple as a luncheon in their honor, or a day at an amusement park!

Create a Volunteer Lounge packed with snacks,



SUGGESTED SCHEDULE

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The most typical VBS format is for it to take place for four to five consecutive weekdays (e.g., Monday – Friday, Monday – Thursday, Tuesday – Friday, Wednesday – Saturday, etc.). While we have provided two ways to structure your VBS during the week, VBS doesn't have to be the traditional one-week, daytime program in order for it to be deemed successful! For example, you can follow our evening program schedule for a more condensed programming in the evening, or you can follow them for morning programs, too. Or, if you prefer, you can take each of the sessions and spread them out over a month, with one VBS day per week. Don't be afraid to get creative with scheduling as it works for your specific context!

WEEKDAY PROGRAM

This is a suggested schedule for a typical day in a program that would run from 9am to 3pm (six hours) during the week, using all of the modules provided in the Lesson Guide.

TIME	ACTIVITY
7:00-8:00	SET-UP: Prepare each meeting room. Make sure audio and visual equipment is functional. Prep game stations and organize all supplies needed for the day.
8:00-8:30	VOLUNTEER MEETING: Meet with your team and cover all the details for the day. They should know everything you know before start time! <i>**Designate a "waiting room" for kids who arrive early. You can play a video, some music, or leave out some games and toys.**</i>
8:30-9:00	CHECK-IN: At check-in, each kid will receive their name tags, and then head to the waiting room or main meeting space.
9:00-10:00	WHAT? What are we talking about?: <ul style="list-style-type: none">● Countdown video (5 mins.)● Worship (15 mins.)● Activities (40 mins.)