



VBS 2014 Volunteer Training and Appreciation

Purpose Statement

This 45 minute plan is designed to emphasize the impact and importance of volunteer training and appreciation with your Agency D3 VBS volunteer team!

Resources to Collect, Prepare, & Copy

Resources to Collect

- VBS 2014 Administrative Guide for Directors (005545883)
- VBS 2014 Visual Pack (005545869)
- 2, 32x40" pieces of foam board
- Glue stick or some other way to mount posters to foam board
- X-acto® knife
- Yardstick
- 16 pieces of Velcro®
- 16, 8½x11" large white envelopes
- 2 banker boxes
- Tabletop easel or free standing easel
- Colorful gift bag
- Items to include in a Survival Kit: candy, ink pen, calendar, notepad, comfy socks, lotion, and hand sanitizer
- VBS 2014 ABC Memory Cards (005557456) enough for everyone to get one
- VBS 2014 Music for Kids CD (005545940)
- Individually wrapped Lifesavers®
- Tear sheets or dry erase board
- Optional: VBS volunteer shirt from past VBS

Resources to Prepare

- Mount the "Discover, Decide, Defend" and the "VBS Scripture" posters (from the VBS 2014 Visual Pack) on separate 32x40" pieces of foam board.
- Measure and draw on the back of both boards identical 4x4 grids creating 16, 8x10" pieces.
- Identically number the grid sections on the back of both mounted poster, 1-16.
- Adhere the "hook" portion of Velcro® to the center of each grid section of the "Discover, Decide, Defend" poster and the corresponding "loop" portion to the center of each grid section of the Scripture poster.
- Cut the mounted VBS Scripture Poster along the grid lines creating 16 individual evidence pieces.

- Place each evidence piece in a separate “evidence envelope” (the 8½x11 white envelopes collected).
- Print the words *Top Secret* on each “evidence envelope” (Option: use art found at www.lifeway.com/vbs/clipart printed and adhered to each envelop). Number each envelop with the same number that is on the back of the evidence piece placed inside.
- Print two copies of the Day 5 Question graphic (found at www.lifeway.com/vbs/clipart) “What Do I Do with the Evidence about Jesus” on an 11x17” piece of paper. Glue it to the top of the box that will hold the “evidence envelopes.” Also print *Top Secret* and glue it somewhere on the box.
- Set up two different “Evidence Stations” at the entrance to the room. Place prepared “evidence envelopes” on the table.
- On the outside of a gift bag print: *Agency D3 Volunteer Survival Kit*. Add collected “goodies” to create a survival kit sample.

Resources to Copy

- Print attached handout – 1 per person (Place an Agency D3 badge sticker on 3 of the handouts. The 3 people holding the handouts with the stickers at the end will win a door prize!)

Focal Wall Description

Use *VBS 2014 Tabletopper* (005545874) on the focal table at the front of the room. Use *VBS 2014 Tablecloth* (005545861) to cover table. Consider having a *VBS 2014 Inflatable Camera* (005545942) to “take profile pictures” (You can actually take real pictures with your smartphone if you’d like). Place the *VBS 2014 Rocket Pack Jack Stand-up* (005545870) next to the focal table.

Room Setup Description

At the front of the room, set up focal table and Rocket Pack Jack Stand-up. Place chairs in standard conference sitting style, leaving a walking aisles up the middle and one on either side. This will allow for attendees to be able to leave their seat, complete their “Mission,” and return to their seat in an orderly manner. If this is a part of a longer training event, tables and chairs can be set up around the room so attendees have table space on which to work. Place two small tables near the entrance for the “Evidence Stations.”

Decoration Suggestions

If time allows, create one or two decorating pieces from the *Decorating Made Easy* book. Some great pieces that can be placed around the room are found in the Craft rotation – “The Lab.” Consider making a stand with a computer on it or “lab type” items. If simplicity is important, use the *VBS 2014 Supersized Backdrop* (005545868) and hang individual panels around the room or on the wall behind the focal table. The *VBS 2014 String Flags* (005545873) and the *VBS 2014 Shoe Prints* (005545870) leading up to each poster around the room will add interest. If possible, plan to wear an Agency D3 shirt, hat, sun glasses, and agent watch.

Audio Visual Needs

- CD Player

Teaching Steps

1. Welcome/Opening Activity (10 minutes)
 - Greet each participant as they enter the room. Have the *VBS 2014 Music for Kids* CD playing on low volume in background.

- Ask each person to take 1 evidence file as they walk in (if there are more than 16 participants conferees will work together in teams).
- Instruct each Field Agent to find a seat, open their evidence file and wait for further instructions.
- Once everyone is seated, introduce yourself using your "Agent Name."
- Tell conferees that you just received a "Top Secret" folder from the Agency Director and together we will go through "Evidence Collection Training." Explain that this evidence will help answer the question, "What do I do with the evidence about Jesus?"
- Have the Discover, Decide, Defend side of the foam board on an easel facing out to the audience.
- Explain that as each number is called, they will come up, attach their piece of "evidence" to the board and sit back down. At this point, turn the foam board around to the audience to show the numbered grid side. Start calling numbers randomly (1-16) one or two at a time. This is going to take a minute but collectively and as a team, they will solve the case!
- After everyone has placed their piece of evidence on the board, ask the group to recite the Scripture verse, 1 Peter 3:15. Ask if anyone would like to recite it from memory. (Hint, the verse is on their worksheet!). Turn back around the poster to the "Discover, Decide, Defend" side.
- Explain that training should cover the overall picture of VBS but it should also help your volunteer team grow in their faith, understand the mission of VBS, and begin to feel a part of a team! If you only teach them a piece of the spiritual content, (take off one piece of the evidence from the Scripture side and hold it up) they miss the most important aspect of VBS – teaching children God's word and leading them to Christ. In addition, VBS training should help volunteers feel confident in their ability to make an impact in the lives of the children attending VBS!
- Pass out ABC Memory cards so everyone gets one and emphasize the importance of knowing the ABCs!

2. The Impact of TRAINING (5 minutes)

- Refer participants to their handout. On tear sheets or a dry erase board have the letters TRAINING already written down the side as an acrostic. Go over what each letter stands for while filling in the acrostic.
 - T- Team Building** – Use your training sessions as a time to build excitement and cohesiveness! (The Administrative Guide has awesome training plans all ready to go! Go to pp. 33-40)
 - R- Recruitment** – Share the power of personal recruitment. Ask your volunteers to invite a friend to join them in the volunteer adventure! Share your needs and have your team work towards a recruitment goal! (The Six Steps to Successful Enlistment can be found on p.31 of the Administrative Guide.)
 - A- Appreciation** – Have door prizes and several different ways to show your appreciation! (The *VBS 2014 Administrative Guide for Directors* CD-ROM has all sorts of suggestions!)
 - I- Interactive** – Provide interactive activities for a variety of learning styles so people stay engaged! (Again, refer to pp.33-40 in the Administrative Guide for training plans. Don't re-invent the wheel!)
 - N- Necessary** – Training is vital to a successful VBS! Don't ever think you can skip training! The better the training, the more confident your volunteers will be!

I- Informative – Don't just give your volunteers the big picture! Also inform them of the biblical content, mission of VBS, and the finer details. The more they know, the more you will empower them!

N- Nourishing – Make sure to build their faith. Include Bible content, Scripture references and the daily themes, and never leave out prayer!

G- Goodies – Don't forget the snacks, candy, and giveaways! Make it fun! (Always put candy or gum on the tables or in their seats! A lot of people pay attention better when they are chewing on something!) Lifesavers are the best because you can tell the volunteers they are Lifesavers! Distribute Lifesavers to conferees.

3. Think Outside the Box! Brainstorming Session- (10 minutes)

- Ask participants to help create a list of the different training sessions and styles. Some suggestions might include: *mentoring, leadership training, VBS Volunteer Manual (great for those who can't make it to training), age-level training (Preschool, School-age, VBX), rotation specific training (Bible study team, Craft team, etc.), volunteer-wide training (at least one large group training event-make it energetic and fun!), video training (3 sessions over a 6 month period available for view at the volunteer's convenience online), VBS Facebook/Twitter (a great place for VBS announcements and training information), an Agency D3 VBS blog (written by VBS Directors), VBS E-newsletter (just for volunteers-include quick tips), Prime-time training (when your volunteers are already at the church!)*

4. Volunteer Appreciation! (10 minutes)

- Say: Showing the VBS Volunteer Team your appreciation requires intentional effort! Although they are not volunteering to get the "at-a-boys/girls," intentional appreciation raises morale and helps establish a sense of belonging!
- Share these 10 ways to show volunteers your appreciation:
 1. SWAG: Equip your leaders with Agency D3 starter kits, T-shirts, hats, badges and other fun VBS products, as soon as they sign up to volunteer. You are investing in them and establishing your team!
 2. SUPPLIES: Always make sure your leaders and volunteers have the supplies and resources they need! (Support them in their efforts! This shows them you appreciate their time and talents!)
 3. SUPPORT: Hold frequent leadership meetings and spiritually feed your head directors and leaders. They will need the support and spiritual strength! Create a survival bag every couple of months with fun items for your leadership team (show example).
 4. WRITE: Write hand-written thank-you notes to your head leaders. Also, encourage your leaders to write notes to their teams.
 5. INVEST: Send your leadership team to a training event (like LifeWay's VBS Preview). Plan for the church to cover the cost.
 6. DRESS THE TEAM: Provide volunteer T-shirts for every volunteer! Color-code them for easy identification. Red is for the security team, blue is for general volunteers, lime green if for hospitality. (Show examples) Everyone loves a free T-shirt and it helps them feel like they are a part of the team!
 7. CARE DIRECTOR: Appoint a Volunteer Care Director! They will be responsible for taking care of the volunteers the week of VBS while the volunteers are taking care of the children! Don't forget to provide a volunteer hospitality room with snacks and drinks for everyone! (Most of this can be donated by church members and local businesses.)
 8. FEED THEM: Provide lunch or dinner for all of the volunteers the last day of VBS!
 9. PUBLICALLY: Place a thank-you ad in your church bulletin and Children's Ministry

newsletter the Sunday following VBS! Publicly thank your volunteers on your Social Media pages!

10. PERSONALIZE: Take pictures of all the volunteers throughout VBS week. Create a thank-you card that includes a picture of them in action!

5. Prayer and Closing Challenge (5 minutes)

- Encourage conferees to read Acts 2:14-42 in their devotion time. Remind them that in order to lead well, one must nourish the soul!
- Remind them that above all else, pray and ask the Lord to guide their efforts.
- Close with prayer.

Agency D3: Volunteer Training & Appreciation

1. Evidence Collection Training

“Training should cover the overall picture of VBS but also help your volunteers grow in their faith, understand the mission of VBS and begin to feel a part of a team!”

2. The Impact of TRAINING!

- T
- R
- A
- I
- N
- I
- N
- G

3. Think Outside the Box: Brainstorming Session

4. Volunteer Appreciation!

“Showing your VBS Team how much you appreciate them requires intentional effort! Although they are not volunteering just to get the “at-a-boys,” it helps morale and helps establish a sense of belonging when you adequately show them your appreciation!”

10 ways to show volunteers your appreciation:

1. SAWG:
2. SUPPLIES:
3. SUPPORT:
4. WRITE:
5. INVEST:
6. DRESS THE TEAM:
7. A CARE DIRECTOR:
8. FEED THEM:
9. PUBLICALLY:
10. PERSONALLY:

5. Closing Challenge

- Pray
- Read
- Memorize