

# KICKSTARTER

## Director's Worksheet

### THE BASICS

Your VBS Date \_\_\_\_\_

Daily Start Time \_\_\_\_\_

Daily End Time \_\_\_\_\_

Location \_\_\_\_\_

Primary Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### GOAL SETTING

What is one measurable goal you can set for your VBS? Here are some ideas...

- Number of registrations?
- That a specific neighborhood in your city is reached?
- That every household in a five mile radius of your church was personally invited to your VBS?

Goal setting helps to clarify priorities when things get overwhelming and helps to unify your volunteers as everyone works toward a common goal. A measurable goal lets you objectively evaluate the success of your VBS since so much of the VBS experience is subjective. **IMPORTANT:** With that said, keep in mind this does not replace spiritual goals, discipleship or transformation.

### REGISTRATION

How will students register?

When will registrations be?

Will you allow walk-ups?

What is the maximum amount of students who can register?

Will you charge a fee?

### VOLUNTEERS

How many total volunteers will you need?

How will volunteers sign up?

What key areas will you need a leader for? (Think rotations, age groups, etc.)

Who are a few people that come to your mind that could serve as a key leader?

### OPERATIONS

Will you need help from other ministries at your church?

- Childcare \_\_\_\_\_
- Media Team \_\_\_\_\_
- Facilities/Maintenance \_\_\_\_\_
- Worship \_\_\_\_\_

### PRAYER POINTS

Students & families \_\_\_\_\_  
 Leaders & volunteers \_\_\_\_\_  
 Community \_\_\_\_\_  
 Pastor/church staff \_\_\_\_\_