

## GET A CLUE WHAT TO DO

**P**lanning your VBS may feel like a big task. But never fear! From budgeting to decorating to a countdown calendar, this section provides the information you'll need to make informed decisions and easily navigate your way through *The Egypt File*.

### CHOOSE A FORMAT

Five day? Three day? Morning? Evening? At home? At church? There are a variety of options to consider when planning your VBS. Choose from the options listed below, or devise your own! *The Egypt File* is designed for a three-hour, five-day experience, but it can be easily adapted to a variety of situations. Visit [AnswersVBS.com](http://AnswersVBS.com) for more specifics on adapting this VBS program to various settings.

- **Five-Day Morning VBS:** VBS runs Monday through Friday in the morning. One advantage to this format is its outreach appeal. Many parents are looking for fun summertime options for their children during the day.
- **Five-Day Evening VBS:** VBS runs either Monday through Friday in the evening, or Sunday through Thursday in the evening, with the closing program following on Friday evening. One advantage to this plan is that church members who work during the day are able to help during the evening.
- **Three-Day VBS:** VBS runs morning and evening for two days, with the fifth session on either the morning or evening of the third day. This option may be advantageous if you are renting a facility or if your church is available for limited days.
- **Backyard Bible Club:** VBS is held in a home. Anyone in the church who has a heart to reach his neighborhood can host VBS from his home. An advantage of this option is its small and personal nature.
- **Christian School or Homeschool Co-op:** VBS is held in a Christian school or homeschool setting during the school year. This is appropriate if your church does not host a summer VBS program.
- **Christian Camp:** VBS runs one or more weeks throughout the summer at a Christian camp. This VBS adapts well to a camp setting.
- **VBS on the Road:** Take VBS on the road. Use it on a youth mission trip, with an inner city ministry or in a neighborhood park. This can multiply your effectiveness, using your VBS program not only for your own church but also for another church or ministry.

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## A DAY AT THE EGYPT FILE

The *Egypt File* day is divided into rotations, with 5-minute breaks between each rotation that allow for Adventure Teams to get to the next location. Rather than staying in one room for the whole day, children are on the move, rotating from site to site with their teams.

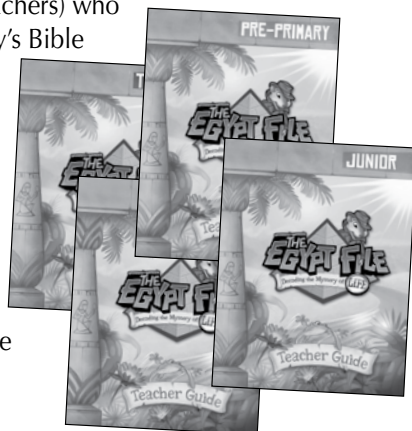
The site rotation plan enables VBS volunteers to specialize in just one area rather than requiring them to be responsible for multiple areas. People may be more willing to help if they know their responsibility is limited to just crafts, teaching, or games. This also allows your volunteers to specialize in an area they are gifted in.

Children enjoy the site rotation plan, as well, because they are constantly on the move, hearing and experiencing different sights, sounds, and people. The rotation schedule for each group is the same each day.

The *Egypt File* is designed to take between 2½ and 3 hours daily to allow adequate time to complete each rotation. The 3-hour plan is recommended because of the content-rich program. Decide which schedule works best for you (see p. 28 for sample schedules), and plan to venture through the day in the following order:

- **Meet at the Museum Opening Assembly:** Everyone gathers in a large assembly area to start the day. The opening assembly consists of singing, a Design Time lesson, a Missions Moment, announcements, and prayer. See the *Assembly Guide* (item 10-8-004) for more information. You'll need one guidebook for each assembly leader.
- **Rotation Sites:** Adventure Teams travel to four different rotation sites.

- » **Dig Site:** At this location, children meet Chief Investigators (teachers) who present the day's Bible lesson and apologetics content in appealing ways. See the age-appropriate teaching guides for more information.

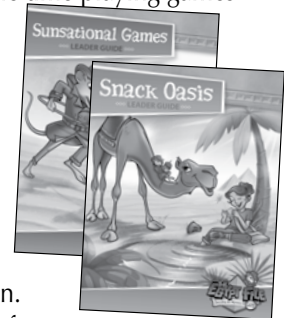


You'll need one age-appropriate Teacher Resource Pack for each Chief Investigator.

- » **Craft Market:** At this station, children create fun crafts that are theme related and reinforce the day's Bible content. Each day features a different ancient Egyptian skill, such as pottery, weaving, and leather works. See the *Craft Market Guide* (item 10-8-007) for more information. You'll need one guidebook for each craft leader.



- » **Sunsational Games and Snack Oasis:** At these sites, children spend half the time playing games and the other half eating snacks. Games and snacks are theme related and reinforce the day's Bible content. See the *Sunsational Game Guide* (item 10-8-009) and the *Snack Oasis Guide* (item 10-8-008) for more information. You'll need one guidebook for each game and snack leader.



- **Meet at the Museum Closing Assembly:** The children gather again in the large assembly area for a mystery drama, singing, contest announcements, and dismissal. See the *Assembly Guide* for detailed information.

If you'd like to feature a Music & Missions or Music & Memory time, we suggest adding it to the end of your craft time. Simply choose one of the day's crafts, and when the kids are finished, the craft leader can use the remaining time to teach VBS songs and motions, the daily memory verse, and/or the daily missions focus. Adding Music & Missions time gives kids the opportunity to better learn the motions to the music and to participate more heavily in learning about the missions project. Use the *Treasure Tunes* CD and CD-ROM, and DVD (item 10-8-059) during this time.



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## MAP OUT YOUR SPACE

Your church may be small, large, or somewhere in between. You may be landlocked or have outdoor space. Take some time to think through your particular space configuration, and plan where each rotation site will work best so you can design your specific schedules.

The following suggestions are based on a VBS with 100 or fewer children so that there are 30–35 kids (2 Adventure Teams) at each site during each rotation. For additional children, add extra sets of rotation sites as needed.

- **Opening and Closing Assemblies:** All children are together at this time, so you'll need a large room that can accommodate everybody, such as your sanctuary or fellowship hall. This area should also feature the following:

- » Sound system (including microphone and place to play the *Treasure Tunes* music CD and DVD)
- » Screen
- » Projector
- » Stage (on which to conduct the daily drama)

- **Sunsational Games and Snack Oasis:** Children visit both these spots during the same rotation time, so place these rotation sites in close proximity to each other. One team can play games while the other eats snacks, then they can switch halfway through. Or both teams can play games at the same time, then go to snacks together.

It's great to have a place outside to play and eat, but also consider your gym or an open area close to a kitchen. For snacks, children can either sit on the ground or in an area with tables and chairs.

To modify this for a larger VBS, plan to have three snack areas and three game areas (one for Pre-Primaries, one for Primaries, and one for Juniors).

- **Craft Market:** Choose a large room with space for tables for kids to stand around. Use lower tables for younger children. Place a few chairs around the edges of the room for those who might need to sit down. Make sure it's an area that is tarped and can be easily cleaned.

To modify this for a larger VBS, plan to have three separate craft areas (one for Pre-Primaries, one for Primaries, and one for Juniors).

Your area might also include the following:

- » Screen/projector (to project directions and play the *Treasure Tunes* DVD)
- » Sound system (to play the *Treasure Tunes* music CD)
- » Memory verse posters (if you add a Memory time to this rotation)

- **Dig Site:** Classrooms work well for this rotation. Assign larger classrooms to the Adventure Teams that have the most children, especially if these are older children.

If you're separating the Adventure Teams by ages or grades, you'll want to plan at least one room for each age level (Pre-Primary, Primary, and Junior) per rotation. So, you'll need at least three Dig Site rooms per rotation. For a larger VBS, you'll want to plan at least two Dig Sites per age level, for a total of at least six Dig Sites per rotation. (We suggest limiting the Dig Site to two Adventure Teams per rotation. To figure the number of Dig Sites you'll need, divide the number of Adventure Teams for each age level by two.)

Note: If your Adventure Teams are multi-aged, rather than separated by ages or grades, we suggest using the Primary teaching material for all teams. To figure the number of Dig Sites needed for this configuration, divide the total number of Adventure Teams by two.

Pre-Primaries spend half of their time engrossed in learning centers (Exploration Stations) and the other half in teacher-directed time. The learning centers can be in one part of the room and the teacher-directed time in the other part, or these can be divided into two rooms that are next to each other. If learning centers are not possible in your setting, suggestions are given in the *Pre-Primary Guide* to easily adapt to all teacher-directed lesson time.

- Toddlers spend most of their time in one area (they join the rest of the VBS for the opening and closing assemblies), so plan enough rooms to accommodate the number of Toddlers you have registered.
- If you choose to divide children by age or grade (e.g., all first-graders together), place all sites for that group relatively close to each other to cut down on travel time. For example, when planning the Junior locations, locate the game, snack, craft, and teaching areas as close as possible to each other.