



DIRECTORS GUIDE

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Spy Academy Director's Guide

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VBS Kit Includes

Director's Guide with supplementary resources including:

- Ace Warburton Daily Training Videos
- Opening & Closing Session Templates/Scripts
- Resources for getting the congregation involved in prayer
- Take Home Papers
- Code and Cipher Book
- Bulletin Inserts
- Nametag Templates
- Volunteer Handbook Template

Crafts Leaders Guide

- With supplementary resources

Games Leaders Guide

- With supplementary resources

Snacks Leaders Guide

- With supplementary resources

Story Leaders Guide

- With supplementary resources

Promotion Guide

Décor Guide

Music Guide

Spy Academy Director's Guide

Welcome to the Totally Covert Top Secret Classified Spy Academy!

At Spy Academy, kids will learn the skills needed to become master spies. And they will have a lot of fun doing it!

Each day brings a new training focus. On day 1, we will introduce the kids to the Spy Identity. Your identity is the qualities that make you different from all others. For a spy that identity includes their legend or backstory and their code name.

On day 2 the training focus is on disguises. A disguise conceals identity by changing dress or look. A good spy knows how to use disguises to blend in.

On day 3 the training focus is on trailing and surveillance. Trailing is following the tracks of someone. Surveillance is keeping a close watch on someone without being caught.

On day 4 the training focus is on secret messages. A secret message is a communication in code or cipher.

On day 5 the training focus is on using gadgets. A gadget is an interesting, unfamiliar, or unusual device with a practical use.

Each day the training focus will be used as a hook into the gospel message. Not only will the kids be learning what it takes to become master spies; they will learn how to become followers of Jesus. Who is Jesus and why should we follow Him?

The theme verse for Spy Academy is:

**"Here is a saying you
can trust. It should be
accepted completely.
Christ Jesus came
into the world to save
sinners."**

1 Timothy 1:15 NIrV



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Spy Academy Program Overview

	Training Focus	Gospel Point	Bible Verse
Day One	Spy Identity	Jesus is both God & human.	In the beginning, the Word was already there. The Word was with God, & the Word was God. The Word became a human being. He made His home with us. John 1:1,14a NIrV
Day Two	Disguises	Jesus came to take our sins away.	But you know that Christ came to take our sins away. And there is no sin in Him. 1 John 3:5
Day Three	Trailing & Surveillance	God sent Jesus because He loves us.	God loved the world so much that He gave His one and only Son. Anyone who believes in Him will not die but will have eternal life. John 3:16 NIrV
Day Four	Secret Messages	The gift of salvation is offered to anyone who puts their faith in Jesus.	God's grace has saved you because of your faith in Christ. Your salvation doesn't come from anything you do. It is God's gift. It is not based on anything you have done. No one can brag about earning it. Ephesians 2:8-9 NIrV
Day Five	Gadgets	The Holy Spirit helps us grow to be more like Jesus.	But the Father will send the Friend in My name to help you. The Friend is the Holy Spirit. He will teach you all things. He will remind you of everything I have said to you. John 14:26 NIrV

Planning Guide

Purpose & Goals

Always start with a purpose for running VBS. The purpose is the reason for which something exists. Why do you have a VBS program? Is it outreach, evangelism, growth, just for fun?

Once you have clearly stated your purpose for VBS, list a few (no more than 5) specific, measurable goals for your program. It's always a good idea to have something that your team is working towards. What do they want to accomplish with this VBS program?

For example:

1. By the end of VBS, every child who attends will have heard the gospel told clearly, in kid-friendly language and have been given a chance to respond.

Timeline

6 Months in Advance

- Set the goals for your VBS
- Set the date & time for your VBS
- Preview theme and start thinking about how to customize it for your church and location
- Look at the budget provided or put a budget together
- Start putting together the leadership team (begin with asking the leadership team from the previous year to serve again)
- Gather a prayer team

5 Months in Advance

- Leadership team should be complete
- Leadership team meets
- Design an advertising plan
- Estimate attendance and start planning station locations
- Prayer team focus = leadership team

4 Months in Advance

- Create flyers, posters, and a banner
- Leadership team meets
- Prayer team focus = volunteer recruitment

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3 Months in Advance

- Reveal theme to congregation
- Distribute "Get Involved" handout to congregation
- Start recruiting volunteers
- Leadership team meets
- Prayer team focus = volunteer recruitment

2 Months in Advance

- Start distributing flyers and posters
- Hang banner outside church building
- Online registration opens
- Create supply lists for all stations
- Leadership team meets
- Prayer team focus = getting the word out in the community

1 Month in Advance

- Volunteer orientation meeting (plan at least 2 on different dates)
- Purchase supplies
- Plan closing program/wrap-up
- Develop a prayer guide to distribute to congregation
- Leadership team meets
- Prayer team focus = the children who will attend and their families

2 Weeks in Advance

- Continue advertising
- Leadership team meets

1 Week in Advance

- Online registration closes
- Decorate

1 Week Following VBS

- Volunteers complete evaluation
- Thank you notes sent to all volunteers
- Share your VBS stories with your congregation through pictures, video, and testimonies.
- Send prayer requests to prayer team and prayer network as they continue to pray for the kids who attended VBS.

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Volunteers

You need a lot of volunteers for a great VBS! Start with your leadership team. Once you have a leadership team together, they can help you with the rest of your recruiting!

The basic leadership team should consist of those heading up the major stations (games, crafts, snack), the registration person, and the director. Other people to consider including on the leadership team are the person in charge of music, the person telling the story, the person in charge of décor, and the person heading up the prayer team.

Each leader should have a few people working with them. Each leader should be empowered to recruit and lead their team. Each leader should be given a job description and a budget.

Here are some ideas for responsibilities to include in each leadership position's job description.

Director

- Theme development
- Ensuring use of facilities
- Recruiting leadership team
- Recruiting volunteers
- Budget - developing and maintaining
- Give direction to leadership team
- Training/orientation of volunteers
- Advertising/marketing
- Planning and implementing closing program/wrap up
- Overall leadership
- Planning the schedule
- Giving regular updates to staff and congregation focusing on celebration and the things God is doing
- Presenting requests to congregation for help

Registration Leader

- Oversees registration before and during VBS
- Oversees sign-in and sign-out (attendance) each day at VBS
- Oversees keeping track of spy credits
- Recruits volunteers to join the registration team
- Attends leadership team meetings

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- Ensures registration forms are available (at the church, on the website and on the display table)
- Responsible for all forms that come into the office or display table (entering data accurately into database)

Storyteller

- Leadership Team member
- Attend leadership meetings
- Tells the Bible story each day during Operative Objectives
- Gathers all props and supplies needed for story
- Prepares visuals (posters or PowerPoint slides) for story each day

Games Leader

- Leadership Team member
- Attend leadership meetings
- Oversees game time during Training Ground each day
- Gathers all supplies needed for each game
- Ensures games are set up and put away each day
- Explains game rules and leads games
- Recruits volunteers to join the games team

Snack Leader

- Leadership Team member
- Attend leadership meetings
- Oversees snack time during Snoop Snacks each day
- Gathers all supplies needed for each snack
- Recruits volunteers to join the snack team
- Creates an ingredient list for all snacks provided

Craft Leader

- Leadership Team member
- Attend leadership meetings
- Oversees craft time during Classified Crafts
- Gathers all supplies needed for each craft
- Ensures all prep work has been completed for each craft
- Recruits volunteers to join the craft team
- Make instruction sheets and a demo craft

Music Leader

- Leadership Team member
- Attend leadership meetings
- Oversees music during opening and closing sessions at Mission Control

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- Leads kids in singing through use of a band or music/video tracks

Décor Organizer

- Leadership Team member
- Attend leadership meetings
- Oversees all decoration for VBS
- Gathers all supplies needed for decorations
- Recruits volunteers to join the décor team

Prayer Leader

- Leadership Team member
- Attend leadership meetings
- Oversees all prayer efforts on behalf of VBS
- Recruits a group (prayer network) willing to pray regularly for VBS and sends weekly/monthly updates to that group
- Ensures up-to-date prayer requests are in the bulletin and on the website (including answers to prayer)
- Oversees the prayer team during VBS and distributes prayer requests to prayer network before, during, and after VBS
- Gathers prayer requests from director and leadership team on a regular basis
- Recruits volunteers to pray for specific needs each day of VBS (prayer team). In charge of prayer room during VBS. Recruit group (possibly original prayer group) to pray for specific needs each day of VBS
- Provide updates and requests for volunteers in the prayer room
- Plans and implements two prayer meetings prior to VBS (one being a prayer walk through the rooms that will be used during VBS)
- Dividing the names of children who made a decision for Christ among volunteers who have committed to pray for one year for those child/children
- Create a prayer calendar to distribute to all interested parties (possibly put in bulletin) for the month of VBS as well as the two months leading up to it.

Once you have your leaders in place, it's time to recruit the rest of your volunteers.

Most leaders will need volunteers for their teams. Remind them that they can recruit volunteers for before VBS (for prep work) and for during VBS.

Volunteers will need to be recruited for video and sound during VBS.

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The largest group of volunteers will be those who work directly with the kids – group leaders.

Group Leaders are in charge of a group of children during VBS. They have the most hands-on role and need to be people who love kids and can encourage and discipline when necessary. Group Leaders take their group of children to each station.

There are a number of ways you can organize these volunteers. Give each one a small group of kids to lead (4-8). Or split all the kids into 4 teams and give each team one leader (crew chief) and a bunch of group leaders. The group leaders are responsible for the kids on that team together. Specifically they are responsible for the kids that are around them at any given time. For example, during story, they are responsible for the two or three kids sitting on either side of them.

The first method places responsibility completely on one volunteer. The second method distributes the responsibility amongst a team of volunteers. (Another advantage of the second method is that it is a lot easier to put friends together on the same team.)

Create sign-up sheets for people interested in being group leaders. These are the largest group of volunteers needed, so advertise well.

VBS requires a lot of volunteers and a lot from its volunteers! Volunteers are asked to give time and energy to this important ministry and it's important to show them appreciation. Write personal thank you cards to all of your volunteers (or if you have a particularly large group, to the leaders and then ask the leaders to write thank you cards to their own team). Have a volunteer appreciation party at the end of VBS – something as simple as a BBQ in your backyard can show your volunteers how much they are appreciated. There are many ways to show appreciation – don't forget to do something for your hard-working staff!

Orientation/Training

The people volunteering for VBS (especially the group leaders) should be informed what their responsibilities will be and what to expect during VBS. It's always a good idea to give volunteers as much information as you can ahead of time so they are fully prepared, fully on board, and fully able to give 100%.

Consider offering two different orientation dates to accommodate as many people as possible.

Create a volunteer handbook with all the information a volunteer will need. A volunteer handbook template is available in the supplementary resources file. This template is fully customizable so you can include whatever information you feel necessary.

Important things to cover during volunteer training:

- Schedule – make sure to let volunteers know what time they are expected to be at VBS each day; what a typical day will look like.
- Teams & Crew Chiefs – include volunteer check-in procedures, team huddles (brief team meetings that take place before each day starts), and what to take care of before going home (ex. signing-out, name tags, cleaning up, etc.)
- Stations – where each station is located; what will happen at each station; any specific responsibilities.
- Behavior Management Guidelines – let your volunteers know what your discipline procedures are.
- Child Safety reminders – specifically washroom use, first aid, and fire safety.

ICE BREAKER QUESTION:
If you were a spy what gadget would you most want to have and why?

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Activities

Spy Academy Stations

Mission Control - This is the opening and closing session area.

Operative Objectives - This is the story area (this can be the same area as Mission Control or a separate area).

Training Ground - This is the games area.

Classified Crafts - This is the crafts area.

Snoop Snacks - This is the snack area.

Spy Credits

This is Spy School and so I thought it would be fun to give the agents-in-training a chance to earn spy credits.

On the first day, each Spy Academy Agent-in-training will receive a Code & Cipher Book (available in the Supplementary Resources file). The Code & Cipher Book teaches our agents-in-training how to make and break codes. The book explains the difference between a code and a cipher and then reveals 15 different codes and ciphers that our agents-in-training can learn and use (Print these booklets in color. A few of the explanations for the codes/ciphers require multiple colors.).

At the closing session each day, the agents-in-training will receive a coded message & Bible verse (available in the Supplementary Resources file) to take home.

Their mission is to decode the message using their Code & Cipher book and to memorize the Bible verse. This activity is a fun way for them to practice their code-breaking and memory skills. They will receive spy credits for decoding the message and for memorizing the verse.

Decoding the message and memorizing the Bible verse are the primary ways agents-in-training can earn spy credits. You can add on as many other ways as you wish. Kids can earn spy credits for attending or bringing friends.

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25 spy credits can be earned for each of these areas. You can give the kids actual spy credits or you can keep a record of credits earned.

At the end of the week, give the kids a chance to use their spy credits. You can have prizes available or you can give the kids activity options based on the number of credits they have earned. Have fun with this and be creative.

Day 1 Coded Message & Bible Verse

- "In the beginning, the Word was already there. The Word was with God, and the Word was God. The Word became a human being. He made His home with us." John 1:1,14a
- Coded Secret Message = TOCEC SCLYD RQYNK XNREW KXJJJ
- Hint – Write out the alphabet on a piece of paper. Underneath that write out the alphabet again but start with the letter K.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	A	B	C	D	E	F	G	H	I	J

- Decoded Secret Message = Jesus is both God and Human
- Caesar Cipher (page 18 in the Code & Cipher book)

Day 2 Coded Message & Bible Verse

- "But you know that Christ came to take our sins away. And there is no sin in Him." 1 John 3:5
- Coded Secret Message = YAWAS NISRU OEKAT OTEMA CSUSE JZZZZ
- Hint – The Z's are nulls (extra letters that have nothing to do with the message). Take them away and see what you have left.
- Decoded Secret Message – Jesus came to take our sins away.
- Backwards Message Cipher (page 7 in the Code & Cipher book)

Day 3 Coded Message & Bible Verse

- "God loved the world so much that He gave His one and only Son. Anyone who believes in Him will not die but will have eternal life." John 3:16 (NIrV)
- Coded Secret Message = 7-15-4-19-5-14-20-10-5-19-21-19-2-5-3-1-21-19-5-8-5-12-15-22-5-19-21-19
- Hint – Notice that there are single-digit numbers and double-digit numbers?
- Decoded Secret Message = God sent Jesus because He loves us.
- Forwards Number Cipher (page 26 in the Code & Cipher book)

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Day 4 Coded Message & Bible Verse

- "God's grace has saved you because of your faith in Christ. Your salvation doesn't come from anything you do. It is God's gift. It is not based on anything you have done. No one can brag about earning it." Ephesians 2:8-9 (NIRV)
- Coded Secret Message = 44-11-32-52-11-45-24-35-34—24-44—35-21-21-15-43-15-14—45-35—11-34-54-35-34-15—53-23-35—41-51-45-44—45-23-15-24-43—21-11-24-45-23—24-34—25-15-44-51-44
- Hint: Checkers, anyone?
- Decoded Secret Message = Salvation is offered to anyone who puts their faith in Jesus.
- Checkerboard Number Cipher (page 28 in the Code & Cipher book)

Day 5 Coded Message & Bible Verse

- "But the Father will send the Friend in My name to help you. The Friend is the Holy Spirit. He will teach you all things. He will remind you of everything I have said to you." John 14:26 (NIRV)
- Coded Secret Message = YUAB CMMRL KJSSO CNEOE OEIE EUZ
- Hint: Soon you will be riding the rails!
- Decoded Secret Message = You can become more like Jesus.
- Rail Fence Cipher (page 11 in the Code & Cipher book)

Coded message and Bible verse handouts and leader guides including decoded messages are available in the supplementary resources file in a folder called Take Home Papers.

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Skit/Puppet Ideas

Skits or puppets are fun additions to opening or closing sessions. These ideas are primarily for skits but they could easily be adapted if you wanted to use puppets instead.

These skits are going to be basically improvisation. Costume is black suits, white shirts, black ties, and dark sunglasses. Instead of using your real names, refer to each other by your initials or come up with code names for yourselves. The skits should be 2-4 minutes in length.

Day 1 - Spy Identity

Skit Idea: The lights are off and spy music starts playing. 2-4 agents enter with flashlights. Through whispered conversation we learn that they are looking for Ace Warburton. One of the agents makes a call to the boss to inform him that Ace couldn't be found – "he is a master spy after all."

Skit Idea: Two people are needed for this idea. One of them is carrying a small box. They talk about how excited they are to be here and what a great opportunity it is. When asked what's in the box, the person opens it and excitedly shows off what he has brought – a chef's hat, a wooden spoon, and finally a pie. Confused, the other person asks why he has all that stuff. He responds that he wants to be ready for Pie School. His friend tells him that this isn't pie school, it is spy school! Holding the pie, "Can I still eat my pie?"

Day 2 – Disguises

Skit Idea: Create an area on stage that is visible from the audience but hidden from the rest of the stage. One agent enters worried about being late for a meeting with another agent. An agent enters obviously heavily disguised. A quick conversation ensues with the first agent worrying about this meeting. The disguised agent exits stage to hidden area, removes some of the disguise and then returns to stage. This continues until the disguised agent is left with his finger above his mouth like a moustache. He is the agent the first agent has been waiting for!

Day 3 - Trailing & Surveillance

Skit Idea: One agent enters and sits at center stage, opening a newspaper which has peepholes cut in it. After pretending to read the newspaper for a short time, he begins to look through the peepholes, surveying the audience

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while staying hidden behind the paper. The second agent enters and sees the first, walks up to him, watches for a few moments, and then taps the agent on the shoulder and asks what he is doing. The 1st agent jumps, the newspaper flies, and the 1st agent describes what he was doing – keeping watch on the audience and trying to remain hidden – it's called surveillance.

Skit Idea Part 2 - One of the agents tries to teach the other & the audience the proper procedure for following a suspect. The agents walk around the stage and in and out of the audience. But the second agent just can't get the procedure correct. First he follows too far away & gets distracted; then the agent follows too closely & ends up tripping both agents! The agent doing the training stops to discuss with second agent and audience what proper trailing should look like.

Skit Idea – One agent enters with magnifying glass searching the floor. The second agent asks what he is doing. The first agent responds that he is on the trail of a snack thief. Someone took an extra snack and he is investigating to find out the truth. He has found footprints and they lead the agents to a VBS leader who has icing sugar on their face!

Day 4 - Secret Messages

Skit Idea – A bench with a garbage can beside it on stage is the dead drop. Various props are used to carry secret messages: a book with pages cut out for hiding spot; a pen with the ink removed so a rolled up message will fit; a teddy bear with some of the stuffing removed; a flashlight with no batteries; a folded up newspaper; hidden under the bench.

Agents arrive at the bench with a secret message in a prop. Sit on bench; leave message behind; mark garbage can with chalk or chewing gum and leave. Agents stroll by garbage can to check for mark and then pick up prop with secret message.

Suggestion: general person is sitting on the bench when an agent arrives to leave a secret message (“You forgot your...”)

Suggestion: Person sitting on bench; agent arrives, sits beside person, leans over and whispers message and leaves; person looks confused. Another agent arrives flustered because they are late, looking around for other agent. He sees the person on the bench. “Are you looking for someone? There was a crazy person here a minute ago whispering about doves and midnight.”

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Day 5 - Gadgets

Skit Idea – Agents-in-training are invited to the research lab to see some of the new gadgets that have been designed:

- Gadgets that do the craziest things that would never be useful
- New gadgets that have yet to be named but are actually already used in the real world
- Great new gadget that will get an agent out of any situation but the inventor has lost it in a pile of similar looking items (ex. Gadget watch in a box full of watches)

Ace Warburton Videos

A fun way to introduce each day's training focus is to show an Ace Warburton video during the opening session. Videos for 5 days plus an introduction are available in the supplementary resources file. Use these or create your own videos with people your agents-in-training will recognize. This also allows the possibility of Ace Warburton showing up in person at Spy Academy!

Introduction Video – this video introduces Ace Warburton, Master Spy.

Day 1 – this video introduces the spy identity.

Day 2 – this video introduces the use of disguises.

Day 3 – this video introduces the use of trailing and surveillance.

Day 4 – this video introduces the use of secret messages.

Day 5 – this video introduces the use of gadgets.

Schedule Options

There are a number of ways to schedule your VBS program. In deciding the schedule it is important to factor in the size of your VBS, your available space, the amount of time you have, and the number of volunteers you will have.

The schedule you choose will depend on the size of your VBS. A small program (10-30 kids) can be run very simply with everyone rotating through the stations together. A large VBS (100+ kids) will require stations that teams of children rotate through.

The schedule you choose will depend on the space available to you for VBS. If only one room is available it will be necessary to create a schedule where all the children go from one station to the next together allowing time to set up each station.

The schedule you choose will depend on the amount of time you have. You may have a short amount of time. You never want the kids or the volunteers to feel that they are rushing through every station. It would be better to remove an activity from the schedule than to allow too short an amount of time to complete activities at each station.

The schedule you choose will depend on the number of volunteers willing to serve at VBS. You may not have enough volunteers to split the children into groups of 6-8. In that case, you will need to create a schedule based on larger teams of children.

One Group

If you have a small group, you can have all the kids travel to each station together.

- Open session
- Games
- Snack
- Story
- Craft
- Closing session

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Multiple Groups Rotating Through Stations

Split the kids into teams and have the teams rotate through each of the four stations – games, snack, craft, and story.

Multiple Groups/One Story

This option is a rotation model with one big difference. The teams will rotate through craft, games, and snack and all the teams will join together for story. In this model the story is told once to the whole group of kids.

Here's an example of what this schedule option looks like. In this example there are four teams – yellow, orange, blue, and red:

Time	Yellow	Orange	Blue	Red
7:00-7:20	Opening Session – Mission Command			
7:25-7:45	Games/Snack	Games/Snack	Craft	Craft
7:50-8:10	Operative Objective (Story)			
8:15-8:35	Craft	Craft	Games/Snack	Games/Snack
8:40-9:00	Closing Session – Mission Command			

Whichever method you choose, allow 5 minutes travel time between stations. You may not need that amount of time to actually move between stations, but it does give each station a couple of extra minutes if necessary.

Registration

Nametag templates are available in the supplementary resources folder for the kids (called "Secret Agent Security Passes") and for the volunteers (called "Staff nametags"). The back of the nametag templates are designed for the spy identity craft for the first day of VBS. Connect with the Craft Leader so that the nametags are only printed once.

Tips for Stress-Free Registration

1. Offer pre-registration.

It allows you to put children on teams ahead of time. It makes the first day more manageable. You can have two lines, one for kids who have pre-registered and one for new registrations. The kids who have pre-registered can grab their nametags and head right in. Pre-registration also allows you to give names to the prayer team so they can pray specifically for those attending VBS.

2. Offer a variety of registration options.

Online registration – Make sure to shut it down at least one day before your VBS starts so that you don't have any last-minute registrations you might miss the first day.

By phone – Ask the church office administrator to take registrations over the phone. Make sure you give this person all the information necessary to answer parent's questions.

By email – Set up an email account or use the church's email address.

In person – Have two or three Sundays where parents can register their children at the VBS display table. Also, parents can register their children by coming directly to the church office.

3. Let parents know how drop off and pick up will work each day.

4. Let parents know how you are going to communicate about VBS each day:

- Take home papers
- Facebook page
- A texting service
- Daily email

Prayer Emphasis

Prayer is such an important part of planning and executing a VBS program.

Put together a team of people who will commit to pray for VBS during the planning stages and during the event. Update them regularly with prayer requests. When you have gathered your leadership team, ask each one to provide regular prayer requests to the prayer team. During VBS, this prayer team will commit to pray for the kids attending the program and the leaders and volunteers as well.

Ask the congregation to pray with you in preparation for VBS. Create prayer calendars for the three months leading up to and including your VBS. These prayer calendars can be handed out to the congregation and used to pray for a few minutes every day for VBS. The prayer calendar should include specific prayer requests for each area of VBS (story, games, snack, craft, etc.) and for each child who will be attending VBS.

In addition to the prayer calendars, you can encourage members of the congregation to join the prayer network. Members of the prayer network are given regular, specific prayer requests for VBS.

Finally, plan a prayer walk the week before VBS. Instead of walking through the neighborhood, plan a prayer walk through the various rooms used for VBS. In each area provide prayer requests that groups of people can pray for as they travel through.

Prayer calendar templates, kids prayer cards, and prayer network sign-up forms are available in the Supplementary Resources file.

Getting the Congregation Involved

VBS is a whole church event. There are a number of ways to get everyone involved. Prayer is the best way to get the entire congregation engaged with the VBS program. Here are a couple of other ways.

Get Involved Handout

This handout is available in the Supplementary resources folder. This is designed for inclusion in the bulletin. This handout outlines all the possible ways the congregation can be involved in the VBS program. Distribute it to the congregation at least three months before VBS. Let them know that by filling it out they are not committing themselves, rather they are telling you the areas they are most interested in. Once the forms are filled out, they can be discussed at a leadership team meeting and specific leaders can contact people to join their team. It is important to let the congregation know about all the various ways to be involved and then to encourage their involvement! VBS really is a whole church event!

Items to be loaned or donated

Ask the congregation to save recyclable materials and to route around their basements for items they can loan for VBS (A flyer has been created and can be found in the Supplementary Resources folder called "Donation List for Bulletin").

For Décor

- Map of the World
- Lab coats
- CPU's
- Computer monitors
- Old Lap tops
- Make-up kits
- Trench coats
- Wigs
- Various hats
- Sunglasses
- Costumes
- Briefcases & silver cases
- Flashlights
- Walkie-talkies

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For Games

- Red Yarn
- Large Coffee Cans (or plastic containers of a similar size)

For Crafts

- Wire
- Old CD's or DVD's
- Bottle caps
- Various PVC pipes & fittings
- Small machine parts
- Paper towel tubes
- Old watches
- Nuts & bolts
- Plastic tubing
- Funnels
- Newspaper
- Small cardboard boxes (food boxes are perfect)
- Rulers
- Graph paper
- Aluminum Foil

Spy Academy Director's Guide

Customize – Making It Your Own

This document is called a guide for a reason. Each church has its own unique culture and circumstances and therefore each church's VBS will be unique.

The information in this guide is for you to use when helpful and customize when necessary.

All the resources are in Microsoft Word documents so that you can easily make changes.

Need help running VBS or any other program in your church?

If you lead children's ministry in your church, or if you volunteer in any children's ministry program (like VBS, Sunday School, etc.), then I've written a book that you'll find helpful:

The Well Equipped Volunteer Children's Ministry Handbook

The book is over 400 pages of step-by-step guidance. It's THE essential handbook of everything you need to lead children's ministry in your church.

Karl Bastian of Kidology.org said this about my book: "This is AMAZING... It really is comprehensive... a LOT of hard work and thought went into creating this."

Buy it now on [Amazon.com](https://www.amazon.com) or [Amazon.ca](https://www.amazon.ca).

