

SOAR

Hope in the Lord

ISAIAH 40:31

VBS PLANNING FLIGHT PLAN

A FREE 90-DAY STARTER WORKBOOK FOR CHURCH LEADERS



Clarify the vision • Build the team • Map the week • Protect the Gospel

BRIGHT PATH MINISTRY



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START HERE

HOW TO USE THIS FLIGHT PLAN

One focused planning session can create real momentum

GATHER

Invite the VBS director, pastor/ministry lead, safety lead and one operations-minded volunteer. Bring the church calendar, room list and last year's notes if available.

DECIDE

Work through one page at a time. Name an owner for every action. Record assumptions that still need confirmation.

WHAT WOULD MAKE SOAR SPIRITUALLY FRUITFUL AND OPERATIONALLY CALM AT OUR CHURCH?

WRITE YOUR PLAN



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VISION

DEFINE THE WIN

Begin with ministry purpose before activities and decor

SPIRITUAL OUTCOMES

CHILDREN

Hear Scripture clearly, understand the Gospel and experience Christian care.

FAMILIES

Receive trustworthy communication and a meaningful invitation into church life.

PROGRAM BOUNDARIES

DATES AND HOURS

Choose the five-day window and approximately three-hour daily schedule.

AGE RANGE

Define preschool and elementary groups, capacity and accommodation needs.

OUR ONE-SENTENCE SOAR VBS VISION

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LEADERSHIP

BUILD THE CORE TEAM

Clear ownership prevents last-minute confusion

CORE ROLES

DIRECTOR

Owens the whole system and final decisions.

SPIRITUAL LEAD

Guards biblical clarity, response and follow-up.

SAFETY LEAD

Owens check-in/out, incidents and emergencies.

STATION ROLES

LEADS

Rally, Bible, crafts, recreation, snacks, worship and missions.

CREW LEADERS

Stay with children, learn names and reinforce the daily truth.

NAMES, OWNERS AND FIRST RECRUITING CONVERSATIONS

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TIMELINE

YOUR 90-DAY RUNWAY

Work backward from opening day

DAYS 90-61

BUILD

Confirm dates, rooms, budget, core leaders and registration plan.

LAUNCH

Begin volunteer recruitment and save-the-date promotion.

DAYS 60-1

PREPARE

Order supplies, train leaders, map rotations and communicate with families.

FINAL WEEK

Test safety systems, stage supplies, walk traffic and pray together.

THREE MILESTONES THAT MUST HAPPEN THIS MONTH

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BUDGET

CREATE A MINISTRY-SMART BUDGET

Spend first on safety, clarity and child experience

ESSENTIAL LINES

OPERATIONS

Registration, printing, identification, first aid and accessibility.

PROGRAM

Teaching, crafts, games, snacks, worship and missions.

STEWARDSHIP

INVENTORY FIRST

Reuse durable supplies and borrow before buying.

PROTECT MARGIN

Reserve 8-10% for unexpected needs and track every receipt.

BUDGET CEILING, APPROVAL OWNER AND FIRST PURCHASES

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SPACES

MAP ROOMS AND ROTATIONS

Design the child journey before decorating

ROOM AUDIT

CAPACITY

List occupancy, accessibility, exits, restrooms and sound limits.

PLACEMENT

Separate noisy stations from Bible teaching and quiet areas.

ROTATION TEST

ROUTE

Give every crew one color/name and one predictable path.

WALKTHROUGH

Time transitions and identify bottlenecks, rain routes and hallway guides.

SKETCH THE ROOM ORDER AND MOVEMENT PATH

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VOLUNTEERS

RECRUIT FOR CLEAR ROLES

Specific invitations build stronger teams

RECRUIT WELL

DESCRIBE

Purpose, dates, arrival time, training and responsibilities.

COVER

Name a lead, assistant and backup for every critical role.

TRAIN WELL

PRACTICE

Check-in/out, emergencies, transitions and station activities.

CARE

Provide prayer, clear guides, water, breaks and one contact person.

TOP FIVE PEOPLE TO INVITE THIS WEEK

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SAFETY

RUN A READINESS CHECK

Safety systems are part of welcoming ministry

BEFORE VBS

PEOPLE

Follow church screening, supervision and identification policies.

PLACE

Inspect exits, equipment, food areas, bathrooms and restricted spaces.

RESPONSE

PLANS

Prepare for medical events, missing child, weather, fire and reunification.

RELEASE

Verify authorized pickup; record exceptions and never rely on recognition alone.

SAFETY OWNER, POLICY GAPS AND TRAINING DATE

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GOSPEL

PROTECT THE GOSPEL PROGRESSION

Let every station reinforce one clear story

FIVE-DAY ARC

DAYS 1-2

God made us and loves us. Sin separates us; we cannot rescue ourselves.

DAYS 3-4

Jesus is God's Son, lived without sin, died for our sins and rose again.

DAY 5 RESPONSE

GRACE

Salvation is God's gift, received through repentance and faith in Jesus.

CARE

Never manipulate. Welcome questions, involve parents and plan church follow-up.

WHO WILL REVIEW EVERY LESSON FOR BIBLICAL CLARITY?

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PROMOTION

OPEN REGISTRATION WITH CLARITY

Tell families exactly what to expect

MESSAGE

LEAD WITH

Dates, times, ages, location, cost if any and the SOAR promise.

TRUST

Explain check-in/out, allergies, accommodations and contact information.

CAMPAIGN

SEQUENCE

Save the date, registration open, volunteer need, countdown and final reminder.

CONSISTENCY

Use the approved paper-bluebird visuals across print, social and slides.

REGISTRATION LAUNCH DATE AND THREE PROMOTION CHANNELS

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LAUNCH WEEK

FINAL READINESS CHECKLIST

Turn plans into a calm first day

72 HOURS BEFORE

CONFIRM

People, rosters, rooms, supplies, weather plans and family communication.

TEST

Sound, slides, check-in/out, radios and emergency access.

OPENING DAY

PRAY

Gather leaders before children arrive and center the team on Jesus.

LEAD

Keep instructions simple, watch transitions and document adjustments for day two.

THE THREE ITEMS THAT COULD STILL DERAIL OPENING DAY

WRITE YOUR PLAN
