



Spotlight VBS™



STATION LEADER MANUAL



SPOTLIGHT VBS™

LEADER MANUAL



LOVELAND, COLORADO
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Group



Group resources really work!

This Group resource incorporates our R.E.A.L. approach to ministry. It reinforces a growing friendship with Jesus, encourages long-term learning, and results in life transformation, because it's:



Relational

Person-to-person interaction enhances spiritual growth and builds Christian friendships.

Experiential

What we experience through action and discussion sticks with us up to 9 times longer than what we simply hear or read.

Applicable

The aim of ministry is to equip people to be both hearers and doers of God's Word.

Lifelong

Experiences transform the heart, moving faith beyond the walls of church and into everyday life for years to come.

Spotlight VBS™ Leader Manual

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SPOTLIGHT BASICS

A Spotlight on Spotlight

During the two short days at Yee-Haw VBS, kids kick up their heels and stampede through a wild frontier to discover that God gives good gifts. You'll help faith and fun grow with a slideshow called Spotlight VBS.

Here's how it works: During the activities at Yee-Haw VBS, kids will discover that a photographer (that's you!) is there to capture fun photos of them for a slideshow. You'll have a script that outlines the specific shots you need to get. Your role will be to energize kids, capture the poses you need, and focus on getting amazing shots.

You can take pictures as kids arrive at and leave VBS, as they transition to different areas or are waiting in the hallway before going into a station, as they sing and worship, and during games and projects. We'll even suggest some times to "catch" the poses. (If possible, *don't* interrupt kids during Bible Adventures because that's where they actually experience the Bible story.)

When you have all the photos you need, you'll have until the Sunday Celebration to download your photos and insert them into the slideshow for that celebration. It's *that* easy! Work with the Moo-sic & More Leader to set up a large screen to show the slideshow.

What You Need to Know

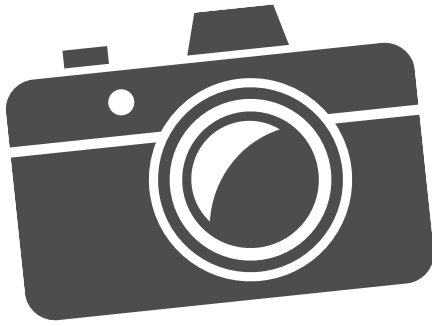
- ✦ **Everyone's on the move.** Check out the daily schedules on page 7 so you know how kids are moving through the program each day. (Get a final schedule with station times from the VBS Director.)
- ✦ **Everyone's in a Crew.** At Yee-Haw VBS, kids travel in small, mixed-age groups called Crews. Each Crew has up to five elementary-age kids and one adult or teenage leader. One-third of the Crews will move through the station rotations together.
- ✦ **Everyone's learning one key truth.** Every activity at Yee-Haw VBS reinforces one simple Bible truth, called a Bible Point. The Bible Point is integrated into the experiences and activities throughout the entire VBS. Kids will be listening for the Bible Point, which is **GOD GIVES GOOD GIFTS**. After kids hear the Point, they'll shout "Yee-haw!" and raise a fist in celebration.

HAVE YOU HERD?

The Spotlight VBS files are located in the Digital Download Center.



"Yee-haw!"



What You Need to Do

- ✦ **Prepare your heart.** Pray for the kids who will come to your Yee-Haw VBS, for the parents who will be reached, and for the other volunteers on your team. Ask God to guide and encourage your VBS Director through this exciting event.
- ✦ **Practice ahead of time.** Become familiar with your camera as well as the church's projection system and the computer you'll be using. Take shots of kids at a church event a week before VBS, and drop the photos into a Spotlight slideshow so you're comfortable with how everything works.
- ✦ **Have backup equipment available.** Be prepared! At a field test, we had a few technical glitches with one computer and needed to run the slideshow on another laptop. Also be sure to have an extra camera battery or batteries on hand.
- ✦ **Communicate with staff.** Let Station Leaders know that you'll be stopping by to get photos for Spotlight VBS. Try to drop in near the beginning or end of sessions to allow for minimal interruption. You can involve the Station Leader and all the Crews in doing the actions from your script, or you can quietly pull aside the kids or Crews you need for specifically posed shots.
- ✦ **Plan your shots.** In your script, you'll see some shots marked with asterisks. These are shots that require a specific prop or actor that you can do apart from the large group. Save these shots for last. Select a couple of kids who can stay behind after a station for these special shots. (For safety's sake, be sure to ask a Crew Leader to stay behind with the kids.) The hope is that you can capture kids in action. If the script doesn't specify a place to capture the shot, you can shoot the photo anywhere!
- ✦ **Set up your "studio."** Choose the best place to take the shots that require specific props or actions. We've discovered that an uncluttered backdrop or an outdoor setting works best. You'll also need a place to work on creating your slideshow before the Sunday Celebration.
- ✦ **Be energetic!** Being the Spotlight photographer is a *fun* role, so smile and show your enthusiasm! If you're having fun, kids will have fun—and it will show up in every photo.
- ✦ **Include everyone.** The picture prompts in this manual are meant to guide you to capturing the *kinds* of photos we suggest. In your own Spotlight show, be sure to include *all* kids in your program, including preschoolers. No one wants to be left out! Write each Crew's number on a checklist, and mark when you've taken each Crew's picture.

If you have a smaller number of kids, you can stop your show after the narrated script and before the theme song. If you have lots of kids or just want to show more fun photos, include the theme song and play the entire Spotlight show. It's flexible and up to you!

HAVE YOU HERD?

When you need to gather a few kids or Crews for special shots indicated in your script, be sure to introduce yourself and let them know what you need for specific photos.

HAVE YOU HERD?

Wearing a staff T-shirt (available at Group Publishing or your Group VBS supplier) instantly identifies you as part of the Yee-Haw staff.

USING SPOTLIGHT VBS

Some Basic Photography Tips

- ✧ **Plan to start with an empty memory card if you use a digital camera.** This will allow you to use the camera as a backup copy of all the pictures for Spotlight VBS. If you can, use this camera or memory card *only* for Spotlight VBS pictures.
- ✧ **It's important to use lower-resolution images.** The preferred image size is about 300kb each. If there's a delay in the audio or your image will not insert, double check that your image size is low resolution.
- ✧ **Take pictures horizontally.** In the slideshow presentation, you'll want *only* horizontal photos so they fill the screen.
- ✧ **Get close.** Whenever possible, take close-up shots without a lot of unnecessary background. Kids will *love* seeing themselves larger than life!
- ✧ **Plan to copy the pictures from your digital camera or smartphone to the computer that will be used to run the Spotlight VBS presentation.** Create a folder on your desktop for your Yee-Haw photos. This will make it easy to find the photos you'll use in the Spotlight slideshow.



Do this...



...not this.



HAVE YOU HERD?

The audio shown in the photographer's script is included in the Spotlight files. The presentation has been preset to advance with the audio script linked to the presentation. The instructions give tips on syncing the audio with your slides if any tweaks are necessary.

Using the Spotlight Files

The Spotlight VBS files are located in the Digital Download Center. You'll find complete instructions for using Spotlight to create your Yee-Haw slideshow and save the Spotlight files to your computer or flash drive. You don't need internet access to create or show the Spotlight presentation.

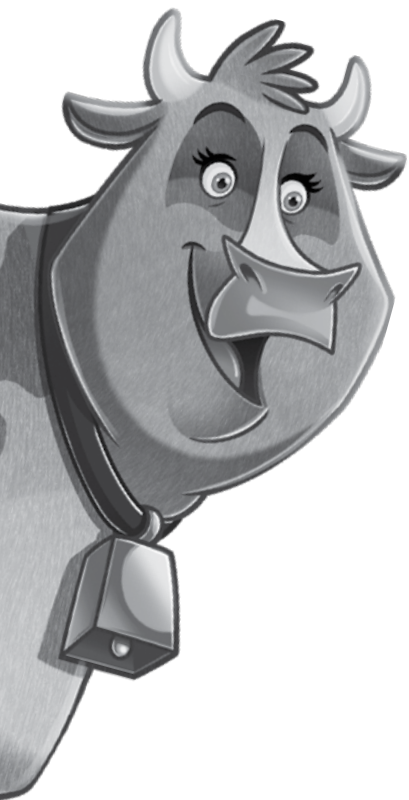
It's recommended that you use a PC running Windows 7 with 2 GB of RAM or a Mac with OS Leopard to ensure that the large files run correctly. Earlier PC operating systems (Windows XP or Vista) with 2 GB should also work if the most current version of Adobe® Acrobat® Reader (free at adobe.com) is installed. In some cases, computers with older operating systems may have components (RAM, video card) that aren't powerful enough to allow Spotlight to play smoothly once you insert your photos.

As you open the presentation file, click on each page where you're instructed to add a photo. This will open a window, allowing you to select the appropriate photo to insert into the page/slide. If you want to change the photo, just click again and pick a different photo.

Special Spotlight Tips

- ✦ **Extract ZIP files.** If you're using one of the ZIP files, be sure to "Extract All" files if your system doesn't automatically extract, and ensure that you're working from the extracted files folder. On most PCs you can right-click on the ZIP file and select "Extract All." Most MACs will automatically extract the files. If the audio isn't playing, double check this "extract" step.
- ✦ **The original file name must stay the same.** Please don't rename any of the extracted ZIP files, because they have pointers to other files. *This is very important in making your presentation run smoothly!*
- ✦ **Begin again.** If your Spotlight presentation doesn't work properly after inserting images, please begin again with a new Spotlight file rather than trying to use the file that wasn't working properly.

For complete Spotlight instructions, go to the Spotlight section in the Digital Download Center.





DAILY SCHEDULES

This is where kids will be each day during Yee-Haw VBS. (Check with your VBS Director to see which Crews travel in which groups.) Remember to record which Crews you photograph so you can be sure to get shots of everyone.

Day 1

Time	Group A Crews	Group B Crews	Group C Crews	Ponderosa Preschool
Moo-sic & More				
<i>Allow 5 minutes to travel to your next station.</i>				
	Bible Adventures	Projects-With-a-Purpose®	Saddle-Up Sports	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
	Projects-With-a-Purpose®	Saddle-Up Sports	Bible Adventures	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
	Saddle-Up Sports	Bible Adventures	Projects-With-a-Purpose®	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
Closing Corral				

Day 2

Time	Group B Crews	Group C Crews	Group A Crews	Ponderosa Preschool
Moo-sic & More				
<i>Allow 5 minutes to travel to your next station.</i>				
	Bible Adventures	Projects-With-a-Purpose®	Saddle-Up Sports	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
	Projects-With-a-Purpose®	Saddle-Up Sports	Bible Adventures	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
	Saddle-Up Sports	Bible Adventures	Projects-With-a-Purpose®	Ponderosa Preschool
<i>Allow 5 minutes to travel to your next station.</i>				
Closing Corral				

Spotlight VBS™

It's time to let kids shine in a spectacular slideshow!

Each day at Yee-Haw, you'll capture fun photos of kids for a custom slideshow. You'll have a script (found in this manual) outlining specific shots you need to get. (The free, easy-to-use presentation program is available in the Digital Download Center.) Your role will be to energize kids, get them into the poses you need, and focus on getting amazing shots.

The result? A fun slideshow that shares the Bible message with the families who attend your Sunday Celebration! They'll love seeing their kids' adorable faces onscreen and enjoy a fresh and lively trip into the Bible.



Questions?



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