



There are several factors to take into consideration when planning a VBS budget. Typically, there are three types of costs: fixed, variable, and contingency costs. The following will explain the definition of each cost, give a general idea of what items fall under each category, and provide a sample budget designed to help determine what each of those areas may cost. These are just suggestions. Each church will have to determine their priorities and how to disperse funding. The VBS director/team will need to work with the church treasurer and board to accomplish this. When you present a potential budget to your church, remember that it is an evangelistic effort for children and families.

Fixed Costs: These are general event expenses, no matter how many children attend. Fixed costs may include:

1. Advertising - You may choose to do some or all the following: mailers, yard signs, banners, ads in the local newspaper, and radio announcements.
2. Main decorations - backdrops, hanging decorations, large props, etc.
3. Facility costs/tent(s) rental – You may need extra space or a solution in case of inclement weather.
4. VBS curriculum costs- These can run anywhere from \$80-\$300+.

Variable Costs: These are expenses that depend on the number of children attending. Variable costs may include:

1. Crafts - Keep in mind that quality, purposeful, long-lasting crafts will be a constant reminder of what the children have learned at VBS. We recommend setting aside \$1.00 per child a day.
2. Snacks - We recommend at least \$1.00 per child a day.
3. T-shirts - Printing will run about \$10 a T-shirt. You can charge for shirts to cover the cost.
4. Station Materials - Items needed for games, Bible stories, etc.
5. Gifts, giveaways, VBS store items, etc.- If you really want to attract children from the neighborhoods and other local churches, you will need additional funding to purchase the extras needed to go above and beyond.
6. Printing/copying- Some churches may not have a copier. If you do, you still may need to purchase paper. We do suggest sending a newsletter home each day with reminders of what is happening the next day, as well as activities that will reinforce what they have learned.

Contingency Costs: Sometimes costs come up that are unexpected, especially in the first year or two. Because incidental costs can vary, it is suggested that 10-20% of the budget should be set aside for this. Contingency costs may include:

1. More kids than you budgeted for

2. Milage for someone to run errands
3. Damage done to the church
4. Audio visual needs

VBS Budget Spreadsheet: A fillable Excel spreadsheet is provided on the Mission Cruise thumb drive to help you plan and develop a budget. You may adjust the number of kids you are planning for and how many days you will have your VBS. Formulas have been added to easily update your projections as you enter in your estimates on the different costs. This is just an aid in helping to approximate your costs. Please work with your pastor, treasurer, board, and VBS team to help determine the priorities for your church.