

Job Description: Vacation Bible School Leader

The Vacation Bible School leader plays a key role in directing the church's largest outreach program for children and their families and has the following responsibilities:

1. Recruits and screens volunteers.
2. Works with Sabbath School counsel to develop a VBS budget.
3. Identifies and purchases materials for VBS.
4. Plans the VBS space—which rooms of the church will be used and for what.
5. Plans the VBS time—the date, time of day, and program schedule.
6. Leads the team in follow-up events.
7. Coordination of the Vacation Bible School
 - a. Delegates leadership of the learning stations to able and responsible leaders; holds them accountable (stations include Bible learning, craft, games, etc).
8. Makes routine staff assignments, as follows:
9. Drama ministry—training a small team to do skits for the general session.
10. Guiding ministry—training and mentoring teen and adult guides who are each assigned a group of five students to accompany throughout VBS (guides and assists station leaders when asked, but does not teach).
11. Music ministry—learning VBS songs, leading the singing at VBS and follow-up events.
12. Publicity ministry—communicating and publicizing VBS at church and in the media.
13. Registration and record keeping—maintaining and updating student files, name tags.
14. Welcoming ministry—greeting, finding name tags, showing where to go.
15. Optional—safety patrol, videographer, medical, custodial, parenting seminar, photographer.
16. The VBS Leader will be responsible for having this ministry represented on the following committees by yourself or one of your team members:
 - a) Child Safety and Protection Committee

Spiritual Gifts:

- a. An attitude of servant leadership.
- b. A passion for children and children's ministries.
- c. Leadership experience in a ministry to children.

Time Commitment: 10-15 hours per month, 5-6 hours per day during VBS