



## Vacation Bible School – Roles (2018)

### **CHILDREN'S DIRECTOR (w/admin support)**

1. Choose and order curriculum
2. Reserve rooms
3. Background checks (age 18+)
4. Oversee safety plans & equipment
5. Coordinate publicity
6. Coordinate pre-registration
7. Help team leads recruit team members
8. Train volunteers on safety & liability policies
9. Reach out to previous VBS attendees with this year's dates/info
10. Teen helper recruiting, placement, training
11. Parent communications, permission slips, etc.
12. Offering collection/counting
13. Signage/flow of traffic/etc.
14. Music available for families prior to VBS
15. Follow-up with children/families
16. Rainy day plan



## Vacation Bible School – Roles (2018)

### **VBS COORDINATOR**

#### **Before VBS**

1. With director, develop timeline (deadlines pre-, during, post-VBS)
2. Connect w/team leads regularly – get their plans & help keep them moving forward, meeting as needed
3. With team leads, plan daily schedule/rotations & set-up day(s)
4. Help team leads find answers to questions

#### **During VBS**

1. Check in with team leads
2. Be available for questions/concerns
3. Help director keep an eye out for safety/security

#### **After VBS**

1. Help children's director – thank, communicate (the stories) & evaluate (with the team)



## Vacation Bible School – Roles (2018)

### **REGISTRATION TEAM** (TEAM SIZE = 4)

#### **Before VBS**

1. Work with director to set-up/receive pre-registrations

#### **During VBS**

1. Check-in & check-out kids
2. Take new registrations
3. Communicate allergy/relevant info with leaders
4. Print/distribute attendance sheets

#### **Questions to consider:**

1. *How will the registration tables & area be set up for the mornings of VBS?*
2. *What roles will each team member have on VBS mornings?*
3. *How will allergies/other relevant child info be noted and communicated to snack team, child's group leader, nurse, etc.?*



## Vacation Bible School – Roles (2018)

### **PUBLICITY (1)**

Work with children's director and admin help to advertise VBS

#### **Questions to consider:**

1. *How will we communicate vision and heart to the church body?*
2. *How will we advertise VBS internally?*
3. *How will we advertise VBS externally?*



## Vacation Bible School – Roles (2018)

### **MISSION/OUTREACH LEADER (1 )**

Work with children's director to...

1. choose a mission/outreach
2. communicate to parents about the mission
3. (?) help kids deliver the items or monetary donation
4. (Potentially) work with director & publicity leader to reach out to kids in the community who might want to attend VBS

### **Questions to consider:**

1. *How will we help kids to understand and be able to relate to the mission, and to see Jesus in it?*
2. *How can the mission be related to the biblical focus of the week?*
3. *How will we collect the items/money?*
4. *What policies need to be followed as far as collecting and distributing donations?*



## Vacation Bible School – Roles (2018)

### A/V TECH (2) – Sound Board & Lights / Computer-Lyrics & Graphics

#### **Before VBS**

1. Learn cues for assemblies, music time, and Friday night program
2. Attend dress rehearsal, if needed
3. Coordinate assemblies & Friday night with MC, Music Leader & Skit Leader

#### **During VBS**

1. Operate sound board, CD player & computer (lyrics, photos, video) for assemblies, music time, and Friday night program



## Vacation Bible School – Roles (2018)

### **FIRST AID/NURSE** *(1 per day – can rotate people)*

#### **Before VBS**

1. Prepare First Aid Kit
2. Familiarize yourself with children with allergies/pertinent medical issues

#### **During VBS**

1. Offer First Aid as needed
2. In an emergency, call 911, then get Children's Director/Staff Member
3. Complete incident reports as needed



## Vacation Bible School – Roles (2018)

### **PHOTOGRAPHERS AND/OR VIDEOGRAPHERS** (TEAM SIZE = 2)

#### **Before VBS**

1. Be familiar with schedule for each day
2. Check with director to see if there are any “must-have” shots
3. Know which kids have photo exceptions (not allowed to have photos taken)

#### **During VBS**

1. Take photos/video
2. Choose best photos/edit videos from each day
3. Prepare slideshow (work with Video Tech on format and Music & Skit Leaders on length)

#### **After VBS**

1. Provide copies of photos/video to director
2. Delete content from personal equipment





## Vacation Bible School – Roles (2018)

### **VOL. APPRECIATION LUNCH** *(TEAM SIZE = 2 or more)*

#### **Before VBS**

1. Plan menu
2. Gather food & supplies

#### **During VBS**

1. Prepare meal for Friday after the closing assembly
2. Setup
3. Cleanup



## Vacation Bible School – Roles (2018)

### **FRI. NIGHT REFRESHMENTS TEAM** *(TEAM SIZE = 4 or more)*

#### **Before VBS**

1. Gather team
2. Plan menu
3. Gather food & supplies

#### **During VBS**

1. Set up
2. Serve
3. Cleanup

***Note:*** *This is a great place for the youth group to serve!*



## Vacation Bible School – Roles (2018)

### **MOMS CONNECT TEAM** (TEAM SIZE = 4)

**Before VBS** - Decide how the team will connect with moms when they drop off kids (see questions below); familiarize yourself with the Bible lessons of VBS

**During VBS** – be available to meet with moms while their kids attend VBS

#### **Questions to consider:**

1. *How can we make moms feel welcome when they're dropping off their kids?*
2. *What options do we want to have for them while they're here? How can we minister to them? (Bible study, prayer, fellowship, etc.)*
3. *Will we follow up with moms who stay to connect? If so, how?*
4. *Will we provide snacks & drinks?*



## Vacation Bible School – Roles (2018)

### **DECORATIONS** (TEAM SIZE = 4)

#### **Before VBS**

1. With team, prepare & set up decorations for hallways, worship center and (maybe) function hall
2. Work with children's director to be mindful of safety concerns (fire codes, etc.)
3. With team, clean up & return borrowed items

#### **Questions to consider:**

1. *How can we make this theme 'come alive' for kids, to add to the excitement of VBS?*
2. *What resources do we already have, and what might we need to gather?*
3. *Who might be able to offer skills/time to help create?*
4. *What is a realistic timeline for prep/creation of decorations?*



## Vacation Bible School – Roles (2018)

**BIBLE STORY LEADER(S)** *(1) OR (1 PER CLASS), depending on whether bible story is a single station or led by each class/group leader*

Plan and teach the Bible lesson for each day.

**Questions to consider:**

1. *How can I make the story engaging and relatable for kids?*
2. *How might the message need to be presented differently for different age groups?*
3. *Do I want to involve the kids in the storytelling?*
4. *What is the 1 most important takeaway from each day's teaching?*



## Vacation Bible School – Roles (2018)

### **GAMES** (TEAM SIZE = 4)

#### **Before VBS**

1. With team, choose games & gather materials

#### **During VBS**

1. With team, set up for & clean-up from each game
2. With team, lead games
3. With team, oversee safety of the children
4. With team, supervise children in play yard before VBS begins

#### **After VBS**

1. With team, clean up & return borrowed items

#### **Questions to consider:**

1. *How can we make the games time both fun and safe?*
2. *Time allotted for each game? # of games per day/per group? Group sizes?*
3. *Will we have Water Day? (Note: Water Day requires extra planning, people & materials)*



## Vacation Bible School – Roles (2018)

### **CRAFTS/IMAGINATION STATION** (TEAM SIZE = 4)

#### **Before VBS**

1. With team, choose crafts/activities & plan schedule (which craft(s) for which grade(s) each day)
2. With team, gather materials/organize donations
3. With team, prep crafts/activities

#### **During VBS**

1. With team, set up for & clean-up from each craft/activity
2. With team, lead crafts/activities

#### **After VBS**

2. With team, clean up & return borrowed items



## Vacation Bible School – Roles (2018)

### **MUSIC** *(Team Size = 2 or more)*

#### **Before VBS**

1. Select & learn songs and motions
2. Schedule songs by day and/or by class
3. Coordinate assemblies with Skit Leader, MC and A/V Techs
4. Organize seating so it's safe & flows well

#### **During VBS**

1. Lead songs during opening & closing assembly
2. Teach each class/group songs & motions during music time
3. Lead rehearsal for Friday night
4. For Friday night – seating needs to go back





## Vacation Bible School – Roles (2018)

### **SNACKS – Menu & Prep** (*TEAM SIZE = 5*)

#### **Before VBS**

1. Plan menu for kids and staff lounge (include alternates for allergies)
2. Gather & organize cooking & serving supplies

#### **During VBS**

1. Make sure team knows which children have food allergies/sets snacks aside for them
2. With team, set up for each snack time
3. Lead team in preparing food & drinks for each snack time/staff lounge
4. With team, clean up as needed and at end of day

#### **After VBS**

1. With team, cleanup & return borrowed items
2. Find a home for leftover food



## Vacation Bible School – Roles (2018)

### **SNACKS – Supplies & Donations**

#### **Before VBS**

1. Inventory paper goods/ask staff to order more if needed
2. Collect & organize food/drink/supply donations
3. If collecting monetary donations, work with director to organize & collect

#### **During VBS**

1. Gather any additional supplies needed
2. Be available to run to the store for additional food/drink needs

#### **After VBS**

1. Help Snack Prep team clean up/return items



## Vacation Bible School – Roles (2018)

### **SKITS DIRECTOR**(1-2)

#### **Before VBS**

1. Re-write/add to script if needed
2. Cast parts
3. Hold rehearsals
4. Coordinate assemblies & Friday night with MC, Music Leader & A/V Techs



## Vacation Bible School – Roles (2018)

### **SET/PROPS MANAGER** (TEAM SIZE = 2 or more)

1. With stage crew, create/gather scenery & props
2. Lead stage crew to setup as needed
3. Lead stage crew in cleanup of all scenery & props
4. Ensure stage crew returns borrowed items



## Vacation Bible School – Roles (2018)

### **MC/Emcee (or MUSIC LEADER or SKIT LEADER)**

#### **Before VBS**

1. Work with Skit Leader on role/lines
2. Learn lines
3. Create/gather costume & props
4. Coordinate assemblies & Friday night with Skit Leader, Music Leader & A/V Techs

#### **During VBS**

1. Play role in assemblies & Friday night program as decided w/Skit Leader



## Vacation Bible School – Roles (2018)

### **NURSERY LEADER** *(TEAM SIZE = 4)*

#### **Before VBS**

1. With team, plan activities/schedule
2. Coordinate with Snacks Leader to have appropriate snacks available

#### **During VBS**

1. With team, care for and oversee safety of children
2. With team, clean toys, equipment, dishes as needed

#### **After VBS**

1. Clean up & return borrowed items



## Vacation Bible School – Roles (2018)

### **PRESCHOOL LEADER** (*TEAM SIZE = 5*)

#### **Before VBS**

1. Work with Station Leaders (Bible, Crafts, Games, Music) and team to modify activities as needed

**OR**

With team, plan for each Preschool Leader to lead Preschool version of the stations

2. With team, decorate rooms & set up

#### **During VBS**

1. With team, lead children through stations **OR** run activities at each Preschool station
2. With team, oversee safety of children

#### **After VBS**

1. With team, clean up & return borrowed items



## Vacation Bible School – Roles (2018)

### **SMALL GROUP (CREW) LEADER\* COORDINATOR**

*\*Group/Crew leaders will be responsible for one group of children the whole morning. They will get to know the kids, encourage them, help them engage in the activities/lessons, and help them build relationships with each other.*

#### **Before VBS**

1. With crew leaders, decide how you want to divide up the groups (will each crew have multiple grade levels or only one grade level?; how big will each crew be?; how many leaders per crew?)
2. Organize bags for each crew leader, with any materials they'll need throughout the week.
3. Connect with crew leaders to answer questions.

#### **During VBS**

1. Be available as a resource for any questions, supply needs, etc. or to fill in for crew leaders if they need a brief break.
2. Connect with Event Coordinator or Director to find answers to questions if you don't know the answer.