Overview

The Vacation Bible School Coordinator and Assistant Coordinator help the children’s ministry in implementing Vacation Bible School once a year.

Description and Responsibilities

Many of these tasks will be assigned to other children’s ministry or volunteer team members. The Vacation Bible School Coordinator’s responsibility is to coordinate the team’s efforts and help where necessary.

* A VBS Assistant Coordinator is recruited and commits to serving for two years—the first year as an apprentice to the VBS Coordinator, and the second year as the VBS Coordinator himself/herself.
* The children’s ministry staff, VBS Coordinator, and Assistant Coordinator meet together well before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.
* Along with the children’s ministry staff, a VBS theme is chosen and the curriculum and supplies are ordered.
* A target number of participants is determined for the event, and the coordinators develop a promotional process for reaching that target.
* The coordinators and children’s ministry staff recruit an appropriate number of team members to plan the event.
* All volunteers for implementation of the event are recruited.
* A leader in each particular area is assigned and equipped to perform in that role (food, games, registration, etc.)
* Decide how and by what date registrations will be submitted. (Hardcopy registrations, online registrations, or both?) If hardcopy, forms are mailed to families and/or are otherwise made available (a supply of forms in a location accessible and frequented by parents, on a bulletin board, etc.) If online, make forms available on the church website for download or online completion, etc.
* Fees, registration forms, and RSVP’s are collected.
* All volunteers and leaders are supported and encouraged in their role.
* An adult is designated as the photographer for the event, and the photographer gives pictures to the VBS coordinators and children’s ministry staff afterward. If photos are to be used on the church website, social media, etc., include a permission request for parental signature on the registration form.
* An event notebook is prepared with this year’s information enclosed to be used by next year’s VBS Coordinator, or information is added to the existing notebook.

**Team Composition (number):** 1 Coordinator and 1 Assistant Coordinator

**Time Commitment:**

* 1-2 hours a week per month before VBS
* 4-6 hours per week in the months closer to VBS
* 20 hours the week of VBS
* Two-year commitment (first year as Assistant, second year as Coordinator)

**Special Talents, Skills Preferred:**Good administration and organizational skills, delegation, joy, and excitement about Vacation Bible School.

**Resources and Training Provided:** Attends volunteer training events and is compliant with children’s safety certification and training. Background checks are conducted and passed.