**Ministry Job Description:** Vacation Bible School Coordinator

**Goal of Position**

Vacation Bible School (VBS) is a vital outreach ministry of your church and helps fulfill the Great Commission as found in Matthew 28: 19 *“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.”*The vision for VBS is that of sharing the gospel of Jesus Christ with young children in your local community with the hope of establishing long term relationships with them and their families. VBS is a high energy week that requires numerous volunteers to make it successful and a blessing to the community. As such the VBS Coordinator plays a crucial role in implementing all of the details and has the goal of developing an exciting program that will introduce Jesus to the children and help them understand his love for them.   
*Note: Instead of a VBS program, perhaps your church hosts a summer Sports Camp, Arts Camp, Skills Camp or Music/Drama Camp. This job description can also serve as a template for Coordinators of these events.*

**Responsible to**

Ministry Coordinator (provide name) or Church Leadership Council  
**Edit to suit your church.**

**Job Description**The VBS Coordinator oversees the implementation of this outreach program with the following tasks and responsibilities:

* Six to seven months prior to VBS week, recruit a leadership team and set a meeting schedule to organize the program’s events.
* Determine the dates and theme for the VBS program
* Determine job descriptions for each of the key leadership roles, including promotion; snacks; registration; playground; crafts; music; opening and closing assemblies; toddler program etc. and delegate tasks to members of the leadership team.
* Determine dates for and facilitate leader/helper training sessions.
* Ensure all adult leaders adhere to your safe church policy and provide police background checks
* Pray regularly for the children who will be coming, as well as all those who will be involved in this outreach event.
* Develop a budget
* Oversee key leader responsibilities as they develop
* Registration procedures and deadline
* Promotion plan
* Donations needed – supplies, decorations, snacks, etc.
* Welcome and end of week Celebration programs
* Health and safety standards and first aid procedures
* Determine group sizes
* Determine follow up strategies for participants as well as leaders/helpers
* During the week, oversee all of the activities and assist with discipline and first aid occurrences
* Organize daily staff meetings/devotions during VBS week
* Complete expense reports

**Edit to suit your church.**

**Time required**

Two to three hours per week in first two months; five to ten hours per week in the next two months; ten to fifteen hours per week in the month leading up to VBS week; twenty hours in week prior to VBS, thirty-five to forty hours during VBS week, five to ten hours per week in month following VBS week.

**Edit to suit your church.**

**Length of commitment**The role of VBS Coordinator requires numerous details and the leadership of a key ministry team. As such having a new person take on these responsibilities every year is challenging and so the best option would be for the same person to commit to a two or three year term. In this way the process for coordinating such a large event can become somewhat routine.  
**Edit to suit your church.**

**Training Provided**In order to develop people in their ministry roles it is important that leaders are provided with training and equipped to lead with confidence. For a new VBS Coordinator, it would be great if a previous Coordinator could provide training that is specific to your church and community. Such a session would orient this person to the role and give insight to potential challenges.   
**In this space provide the specific training your church would provide.**

**Qualifications or special skills**

As someone who is nurturing children in their faith, it’s vital that a VBS Coordinator takes care of their own spirituality, spending time in scripture, prayer and worship. Additionally, the Coordinator should be a team player and know how to develop a key team of VBS leaders, as well as be flexible, open to learning, have a positive attitude, love working with children and know how to have fun, laugh and enjoy life.  
  
Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. Parents will want to know that not only are their children being cared for spiritually, but also that they are in a safe environment. The VBS Coordinator will therefore also be required to provide a current police background check.

**Benefits to this position**In your role as the VBS Coordinator, you will likely be challenged in some ways, but you’ll also be blessed in abundance. Here are some things you can expect:

* *Help children experience the love of Christ – maybe some for the very first time*
* *Build relationships with the children of your church and local community*
* *Build relationships with community parents who do not attend your church*
* *Growth in your own faith journey*
* *Affirmation of your gifts*
* *Develop lasting friendships with other teachers/leaders*
* *Joy in seeing God at work through this ministry to children*

*Some of the information provided for this document was taken from* [*Faith Covenant Church’s*](http://www.4fcc.org/wordpress/misc/VBS/Non-Teaching%20PDF%20Files/VBS%202015%20Non-Teaching%20Folders_Non-Teaching1.pdf) *website as well as from a former VBS Coordinator at Immanuel CRC, Hamilton, ON.*