

LEAD BIBLE STUDY TEACHER - ELEMENTARY OR PRESCHOOL

REPORTS TO: LEAD ELEMENTARY LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY, 9:00-10:00AM

OVERALL RESPONSIBILITIES

Lead a specific grade level in curriculum for approximately 30 minutes each morning.

SPECIFIC RESPONSIBILITIES

Prepare your heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Familiarize yourself with the specific grade leader pack which includes daily curriculum, posters, games, and teacher helps.
- Read through the daily lessons and highlight what you plan to include.
- Plan on how to involve and delegate to your Assistant Teacher(s)
- Make a supply list of the items you need one week prior to VBS. We will have all items for you in your classroom when you arrive.
- Decorate your classroom. We will provide you with several themed items along with the leader pack. You are welcome to enhance your room as you see fit. There will be a specific event for all Leaders prior to the week (most likely Sunday afternoon, July 15).
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Teach Each Day

- Read the Leader Devotion each day to prepare your heart
- Teach the daily lesson
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

Continue the Connection

We not only want our kids to learn the Bible but want them to develop relationships with other members as a way to positively influence them as they grow in their faith. We encourage you to keep the connection alive by looking for ways to stay connected with the kids you taught.



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ASSISTANT BIBLE STUDY TEACHER - ELEMENTARY OR PRESCHOOL

REPORTS TO: LEAD BIBLE STUDY TEACHER
SCHEDULED SHIFT: MONDAY-FRIDAY, 9:00-10:00AM

OVERALL RESPONSIBILITIES

Provide support to the Lead Bible Study Teacher for a specific grade level curriculum for approximately 30 minutes each morning.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Familiarize yourself with the specific grade leader Pack which includes daily curriculum, posters, games, and teacher helps.
- Communicate with the Lead Teacher to see how you can best support them (e.g., help teach, help with kids, run an activity, etc)
- Make sure all the correct supplies are in your room each day. Locate any additional supplies needed before class begins.
- Help decorate your classroom. We will provide you with several themed items along with the Leader pack. You are welcome to enhance your room as you see fit. There will be a specific event for all Leaders prior to the week (most likely Sunday afternoon, July 15th).
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Assist Each Day

- Read the Leader Devotion each day to prepare your heart
- Assist the Lead Teacher in the daily lesson
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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CREW LEADER ELEMENTARY OR PRESCHOOL

REPORTS TO: CREW DIRECTOR
SCHEDULED SHIFT: MONDAY-FRIDAY, 8:30AM-12:15PM,

OVERALL RESPONSIBILITIES

Help lead a group of up to six elementary or pre-schoolers through VBS.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Attend a training session. We will hold a couple training options for you.
- Check in each morning in the Concordia Center by 8:30am for team devotion, instructions/logistics.

Assist Each Day

- Supervise up to six children throughout the day. You will travel with them through all the rotations.
- Get to know each child in your group. Help each child feel valued and happy.
- Relax and enjoy your kids
- Make sure each of your crew is checked out and picked up by an appropriate parent/guardian

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MISSION TEAM MEMBER

REPORTS TO: VBS ROTATION LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY. 9:00AM-12:00PM

OVERALL RESPONSIBILITIES

Lead a specific grade level in a specific grade level Mission curriculum for approximately 30 minutes each morning for 3-4 rotations.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.
- Decide a Mission Project to support throughout the week. Use the the “Cool Off Campaign” of select one of your own. Something the kids can get excited about!

Plan & Prepare

- Help decorate your Mission space. We will provide you with several themed items . You are welcome to enhance your room as you see fit. There will be a specific event for all Leaders prior to the week (most likely Sunday afternoon, July 15th).
- Read through the teaching materials for the day and highlight what you plan to include.
- Select the activities you would like to do based on the time and age of the kids.
- Make a supply list of the items you need one week prior to VBS. We will have all items for you in your classroom when you arrive. Also include any reproducible or copies you would need so we can prepare those for you.
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Teach Each Day

- Study the Bible Connection for each session to gain a deeper understanding on what you will be teaching.
- Teach the daily lesson and look for ways to reinforce the point.
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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MUSIC TEAM MEMBER

REPORTS TO: VBS WORSHIP LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY. 9:00AM-12:00PM

OVERALL RESPONSIBILITIES

Lead a specific grade level in learning the music and choreography for approximately 30 minutes each morning for 3-4 rotations.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Learn the song and choreography to all 5 VBS songs.
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Teach Each Day

- Attend the opening and closing Worship and help lead the kids in the songs on the screen.
- Teach one song per day as explained in the materials.
- Look for ways to reinforce the point.
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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SNACK TEAM MEMBER

REPORTS TO: VBS ROTATION LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY, 9:00AM-12:00PM

OVERALL RESPONSIBILITIES

Coordinates preparation and serving of theme-related snacks for special events and for participants during the VBS week.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Decide which snacks you would like to provide based on the ideas presented on the provided snack cards.
- Prepare of supply list one month prior to VBS. We will do your shopping for you and have your items ready each day.
- Prepare a snack list for parents so they understand if they need to provide their own snack for a given day due to allergies.

Serve Snack each Day

- Understand which kids have allergies. (will be on preschool nametag)
- Hand out snack materials and instructions.
- Look for ways to reinforce the point.
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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CRAFT TEAM MEMBER

REPORTS TO: VBS ROTATION LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY, 9:00AM-12:00PM

OVERALL RESPONSIBILITIES

Lead a specific grade level in a specific grade level Craft curriculum for approximately 30 minutes each morning for 3-4 rotations.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Help decorate your craft space. We will provide you with several themed items. You are welcome to enhance your room as you see fit. There will be a specific event for all Leaders prior to the week (most likely Sunday afternoon, July 15).
- Read through the teaching materials for the day and highlight what you plan to include.
- Select the crafts (or design your own) you would like to do based on the time and age of the kids.
- Make a supply list of the items you need one month prior to VBS. We will have all items for you in your classroom when you arrive. Also include any reproducible or copies you would need so we can prepare those for you.
- Prepare a sample craft before each day.
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Teach Each Day

- Study the Bible Connection for each session to gain a deeper understanding on what you will be teaching.
- Help kids prepare their craft each day.
- Relax and enjoy your kids
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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RECREATION TEAM MEMBER

REPORTS TO: VBS ROTATION LEADER
SCHEDULED SHIFT: MONDAY-FRIDAY, 9:00AM-12:00PM

OVERALL RESPONSIBILITIES

Lead a specific grade level in Recreation time for approximately 30 minutes each morning for 3-4 rotations.

SPECIFIC RESPONSIBILITIES

Prepare Your Heart

- Read the daily scripture themes and pray that God will speak to you through His Word.
- Pray for the kids you will teach, yourself and other leaders. Ask people to pray for you.

Plan & Prepare

- Read through all the Recreation ideas/games for the day and highlight what you plan to include.
- Select the activities you would like to do based on the time and age of the kids.
- Make a supply list of the items you need one week prior to VBS. We will have all items for you in your classroom when you arrive.
- Attend a training session. We will hold a couple training options for you. This will include a time to work with your team, understand child behavior helps, work through logistics and just fellowship with each other.

Teach Each Day

- Study the Bible Connection for each session to gain a deeper understanding on what you will be teaching.
- Instruct the activity/game each day. Reinforce the Bible Point where able.
- Relax and enjoy your kids. Participate in the games with them.
- Be flexible. It is OK to adjust your plans to enhance the experience for your kids.

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TEAM MEMBER

TECHNOLOGY TEAM MEMBER

REPORTS TO: VBS DIRECTOR

SCHEDULED SHIFT: MONDAY-FRIDAY, 8:30AM -12:00PM

OVERALL RESPONSIBILITIES

The team assists with DVD viewing as needed, takes pictures, and records video footage for the week

WORSHIP TEAM MEMBER

REPORTS TO: VBS DIRECTOR

SCHEDULED SHIFT: MONDAY-FRIDAY, 8:30AM-12:00PM

OVERALL RESPONSIBILITIES

Plans and leads the Worship Rally each day at 9:00am and 11:40am. Members of the Worship Team may include the worship leader, a music leader, an accompanist, a sound technician, and a video technician.

DECORATIONS/CREATIVE TEAM MEMBER

REPORTS TO: VBS DIRECTOR

SCHEDULED SHIFT: PRIOR TO JUNE 15, AND ALL AFTERNOON SUNDAY, JUNE 15

OVERALL RESPONSIBILITIES

- Responsible for set design in the Concordia Center for the Worship Rally each day.
- Responsible for designing/collecting sports themed items/decorations for the Bible Study, Missions, Snack, Music and Craft rooms.

ADMINISTRATION/REGISTRATION TEAM MEMBER

REPORTS TO: VBS DIRECTOR

SCHEDULED SHIFT: PRIOR TO JUNE 15, VBS DAYS 8:30AM-12:30PM

OVERALL RESPONSIBILITIES

- Responsible for organizing online registration and responding to parent inquiries regarding registration
- Helps leaders develop Crews and Rotation schedule.
- Facilitates the ordering of VBS supplies.
- Organizes the Giving Center for member donation opportunities.
- Prepares and structures onsite registration the first day.
- Designs and coordinates the check out procedure each day.



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