

## **Vacation Bible School, Special Activities and Summer Activities**

This portion of the Children's Ministry would be shared by both Children's Directors and with teachers and volunteers that would be needed to facilitate each project. Responsibilities would include

1. Scheduling all special activity and VBS dates with the input of the Church Council
2. Selecting materials and teaching resources for VBS.
3. Recruiting volunteers, teachers, kitchen staff, clean-up crew, etc. for special activities and VBS.
4. Securing materials needed to supplement the lessons.
5. Publicity for VBS
6. Building the sets, preparing the teaching rooms, including the mini-sets for the Bible story classrooms, and decorating.
7. Preparing teachers with all the supplies and lesson material and making sure they are prepared.
8. Coordinating and purchasing of all the food for dinners each night.
9. Coordinating with the Van Committee for pick-ups each night.

**Church Council Meetings, Business Meetings and Ministry Budget** will be a shared responsibility between both directors and will include

1. Preparing and delivering a monthly report for the church concerning current activities in the Children's Ministry and upcoming activities.
2. Attending Church Council meetings to discuss important matters of the church and to represent the Children's Program and coordinate special activities, calendars, etc.
3. Be responsible as a team for the Children's Ministry budget and accounting for and spending those funds wisely.

**Addendum:** If there is only one Children's Director, then all duties will become his or hers responsibility.