

San Bernardino 16th Street SDA Church

VACATION BIBLE SCHOOL DIRECTOR

PURPOSE

The VBS leader plays a key role in directing the church's largest outreach program for children and their families in the Westside area of San Bernardino. This program is a key initiative in helping to establish the kingdom of God in San Bernardino by helping children develop and nurture a growing relationship with Jesus Christ. This position works very closely with the children's director, the VBS staff, and the children's committee in helping to guide the overall children's program.

RESPONSIBLE TO:

Children's Director & Committee, Youth & Family Life Pastor

MAJOR RESPONSIBILITIES

- Organization and administration.
- In consultation with the children's coordinator, recruits volunteers.
- Represents VBS on the children's ministries committee.
- Develops a VBS budget with the help of the children's coordinator.
- Plans the VBS space—which rooms of the church will be used and for what.
- Plans the VBS time—the date, time of day, and program schedule.
- Takes responsibility for reporting the VBS event to the local conference.
- Leads the team in follow-up events.
- Demonstrates a concern for child safety by completing the volunteer ministry info form and returning it when asked, and by observing the guidelines for volunteers and caregivers.

COORDINATING DUTIES

Delegates leadership of the learning stations to able and responsible leaders; holds them accountable (stations include Bible learning, craft, games, etc). Makes routine staff assignments, as follows:

- Drama ministry—training a small team to do skits for the general session.
- Family visitation ministry—organizing VBS staff to visit students at home
- Follow-up ministry—sending birthday cards and invitations to follow-up events.
- Hospitality ministry—providing daily snacks, organizing food for parent night and follow-up.
- Guiding ministry—training and mentoring teen and adult guides who are each assigned a group of five students to accompany throughout VBS (guides and assists station leaders when asked, but does not teach).
- Music ministry—learning VBS songs, leading the singing at VBS and follow-up events.
- Publicity ministry—communicating and publicizing VBS at church and in the media.
- Registration and record keeping—maintaining and updating student files, name tags.
- Welcoming ministry—greeting, finding name tags, showing where to go.
- Optional—safety patrol, videographer, medical, custodial, parenting seminar.

TIME REQUIREMENTS

DURING VBS: Approx 10-15 hours per week; 3-6 hours per day

TERM

1 YEAR

TRAINING AND RESOURCES

Basic Children's Ministries certification

Regular conference planning and training seminars



QUALIFICATIONS, SKILLS AND GIFTS

1. Volunteer Ministry Qualifications

A commitment to:

- Jesus Christ and to a growing personal relationship with Him.
- Christ-centered ministry to children.
- The Seventh-day Adventist Church and to its beliefs.
- A balanced Christian lifestyle.
- Teamwork.
- Cooperative ministry under the leadership of the pastor and church board.
- Personal growth and learning, continually upgrading methods and skills.

2. Special Qualifications

- An attitude of servant leadership.
- A passion for children and children's ministries.
- Leadership experience in a ministry to children.
- A current recommendation from the volunteer screening committee.

MISSION STATEMENT

To help children develop a friendship with Jesus, with the Bible, with the church, and with each other.



Adventist
Family Ministries