

Vacation Bible School Team Responsibilities

Purpose: *Collaborate with the Kids 4 Christ program to perform a Christmas program telling the story of Jesus's birth and the Christian meaning of Christmas.*

Term: *2 years (year 1 as the assistant & year 2 as the leader; committee members can serve indefinitely)*

Meetings: *planning meetings are as needed*

Christmas program practice is during the Kids 4 Christ program time on Wednesday nights.

Duties (as governed by the Book of Discipline): *NA*

Duties (as established by UMCL Lay Leadership and Administrative Council):

- 1. Purchase the curriculum, music, props, art supplies as necessary*
- 2. Coordinate teachers for each activity center, based on the curriculum*
- 3. Coordinate teacher for each grade, based on attendance, to lead the children to / from activities*
- 4. Recruit members of the congregation to assist with the meal each night*
- 5. Advertise the event as it is open to the congregation and the community*
- 6. Obtain registration of the children so there are enough supplies / teachers*
- 7. Plan the mission offering and deliver the mission offering*
- 8. Maintain the ministry binder with meeting minutes and other activity information as necessary.*
- 9. Communicate with the congregation as necessary.*
- 10. Operate within the means of the established budget.*

Limitations & Collaborations: *NA*

Skills, Character, Spiritual Gifts

Skills:

Character:

Spiritual Gifts: