

OVERVIEW

The Children's & Family Ministries VBS Coordinator supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by coordinating a yearly, weeklong, VBS summer camp.

RESPONSIBILITIES

- Consult with the appropriate staff well before the event (typically between 4 and 12 months prior, depending on the event) to develop an implementation plan.
- Determine the teams needed for the event (food, decor, production, activities, set-up/tear-down, etc.) Recruit team leads, forming a leadership team.
- Coordinate the efforts of the leadership team and help where necessary, ensuring each responsibility is assigned to a member of the team.
- Determine a target number of participants for the event, and work with the communications coordinator to develop a promotional process for reaching that target.
- Ensure the leadership team and designated staff are communicating to recruit the appropriate number of volunteers for each volunteer team.
- Access past plans, if available, to help the team plan the logistics. (For example: food, transportation, set-up, programming, decor, activities, etc.)
- Coordinate communication, promotion, and registration of the event with the ministry leader. Confirm processes for collecting money and processing registration responses.
- Designate an approved and skilled photographer for the event, confirming how photos will be uploaded and provided to a designated volunteer or staff member for use in social media and other forms of communication.
- As needed, arrange for personal contact of the group(s) the event is intended to serve to ensure the participation target number is reached. Arrange for event reminders to be sent.
- Prepare a digital event notebook to be used by next year's coordinator of this event, and/or add information to the existing notebook.
- Accomplish the event in a way that is consistent with the values of the church and the specific ministry, if appropriate, ensuring alignment to and helping advance the ministry's vision and goals.
- Plan for and execute any needed training.
- Be confident in emergency response procedures and your role, as well as your team leaders' roles, in executing them.
- Confirm background checks are completed for all volunteers serving at the event.
- Complete required safe church training and background check.

RELATIONSHIPS

- The VBS coordinator is served by Director of Children's & Family Ministries, who ensures the support needed to thrive in this role.
- This role provides leadership to the volunteer leadership team leading and supporting this event.

TIME COMMITMENT

Four months (or more) of planning and preparation time. Duration of the event: five days.

SKILLS AND INTERESTS

Administration, leadership, non-anxious presence, joy and excitement about the event.

RESOURCES AND TRAINING

VBS planning notebook from previous events and orientation with the Dir. of CFM.

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's and Family Ministries, at cate.jones@stgeorgesnashville.org or 615-385-2150 x 268.

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