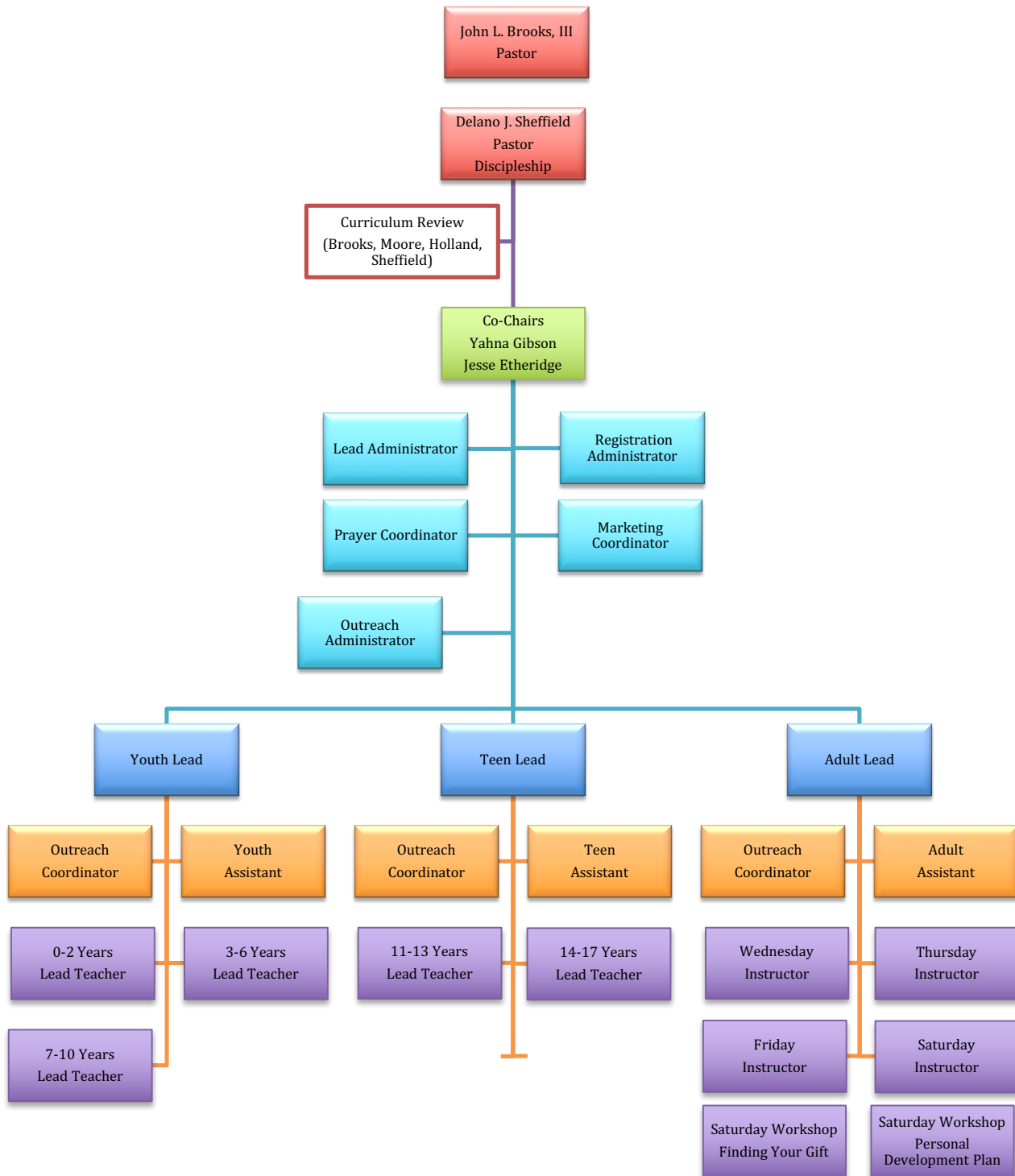


VACATION

BIBLE SCHOOL



Pastor-Discipleship & Development

Connection to Vacation Bible School

- Provide overall leadership to the Vacation Bible School Team.
- Lead the team in keeping the Vacation Bible School ministry focused on its objective.
- Give vital and visible support to Vacation Bible School and its leaders.
- Communicate the overall mission (objective) and message of Vacation Bible School to the entire church.
- Guide team members toward spiritual maturity and assist them in developing skills that enhance their ability to fulfill their responsibilities.

Co-Chairs-Vacation Bible School

Responsibilities of the Co-Chairs

- Assist the pastor in the planning, implementing and overseeing of the Vacation Bible School.
- Evaluate, coordinate, and unify all areas of Vacation Bible School.
- Plan, lead, and develop a balanced educational program for Vacation Bible School.
- Develop the educational policies of Vacation Bible School and establish the curricula in partnership with the Curriculum Review Board.
- Order the necessary curricula and supplies.
- Recruit and train volunteers based on the leadership needs of Vacation Bible School.
- Serve as chairpersons of the Vacation Bible School Leadership Team.
- The Co-Chairs shall report regularly to the Pastor Discipleship.
- The Co-Chairs shall be a faithfully attending and supporting member of Macedonia Baptist Church.
- The Co-Chairs should have a passion for seeing people grow to fully devoted followers of Christ through studying God's Word and serving.

Lead Administrator

- The Lead Administrator assists the Co-Chairs by providing vital support related to record keeping, reports, and other communications; securing study curriculum, supplies, and other resources; and coordinating the distribution of resources.
- Meet regularly with the department leadership team;
- Process and maintain general records for the department and compile reports as requested, including outreach information;
- Coordinate ordering and distribution of Bible study curriculum, supplies, and other resources;
- Serve as the primary resource person for the Curriculum Review Board
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Outreach Administrator

- Meet regularly with the Vacation Bible School Leadership Team.
- Assist in discovering, enlisting, and training outreach coordinators for youth and adult departments and classes.
- Promote outreach objectives with other leaders and members.
- Guide all actions for outreach and evangelism through Vacation Bible School, and coordinate those efforts with other church outreach and evangelism efforts.
- Lead in keeping the focus on outreach.
- Ensure that accurate records are collected and kept so that contacts can be effectively maintained and Vacation Bible School classes and departments can effectively work to meet needs.
- Lead in evaluating outreach and evangelism efforts made through Vacation Bible School.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Prayer Coordinator

- The purpose of the Prayer Coordinator is to coordinate volunteer intercessors to pray over Vacation Bible School.
- Assemble for prayer 30 minutes before classes begin and walk the classrooms and halls praying for teachers, members, leaders, equipment and all aspects of Vacation Bible School.
- Appear periodically before each class, with the permission of the instructor, to emphasize the importance of prayer.
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Marketing Coordinator

- Work with Multi Media to transfer all marketing materials and insure proper sequencing of the material on screen, print, website and social media outlets
- Design, manage and monitor all content for social media outlets
- Insure there is awareness about Vacation Bible School inside and outside Macedonia
- Propose and track participation goals in coordination with the Outreach Coordinator
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Youth Lead

- The Youth Lead is responsible to the Vacation Bible School Co-Chairs for the total ministry of ages 0-10, including planning, organizing, enlisting leaders, and evaluating the work in light of the objectives of Vacation Bible School. The Youth Lead is automatically a part of the Vacation Bible School Leadership Team. They must work closely with other members of that team as well as with other leads.
- Verify the night before that each teacher, coordinator and administrator will be present for class the next day and communicate any needs to the Co-Chairs
- Meet regularly with the Vacation Bible School Leadership Team;
- Coordinate the work of the Youth Team and determine organizational needs;

- Discover, enlist, and train new leaders;
- Evaluate, encourage, affirm, and direct age-group leaders in their ministry;
- Meet regularly with youth leaders for planning and evaluation;
- Evaluate all needs related to space, curriculum, supplies, and other resources; recommend actions related to needs;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Youth Outreach Coordinator

- The Youth Outreach Coordinator works with the Youth Lead and Director of Outreach-Evangelism to lead their departments in outreach and evangelism.
- Ensure all attendance data is transferred to the Outreach Administrator and is accurate and complete.
- Evaluate, encourage affirm, and direct class leaders in their evangelism and outreach efforts;
- Greet visitors and guide them to the meeting place for their class;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Youth Assistant

- The Youth Assistant works with the Youth Lead by providing vital support related to record keeping, reports, and other communications; securing study curriculum, supplies, and other resources; and coordination the distribution of resources.
- Greet parents and students as they enter, take attendance and distribute material
- Meet regularly with the department leadership team;
- Process and maintain general records for the department and compile reports as requested;
- Coordinate ordering and distribution of Bible study curriculum, supplies, and other resources;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Teen Lead

- The Teen Lead is responsible to the Vacation Bible School Co-Chairs for the total ministry of ages 0-10, including planning, organizing, enlisting leaders, and evaluating the work in light of the objectives of Vacation Bible School. The Teen Lead is automatically a part of the Vacation Bible School Leadership Team. They must work closely with other members of that team as well as with other Leads. Verify the night before that each teacher, coordinator and administrator will be present for class the next day and communicate any needs to the Co-Chairs
- Meet regularly with the Vacation Bible School Leadership Team;
- Coordinate the work of the Teen Team and determine organizational needs;
- Discover, enlist, and train new leaders;
- Evaluate, encourage, affirm, and direct age-group leaders in their ministry;
- Meet regularly with teen leaders for planning and evaluation;
- Evaluate all needs related to space, curriculum, supplies, and other resources; recommend actions related to needs;

- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Teen Outreach Coordinator

- The Teen Outreach Coordinator works with the Teen Lead and Director of Outreach-Evangelism to lead their departments in outreach and evangelism.
- Ensure all attendance data is transferred to the Outreach Administrator and is accurate and complete.
- Evaluate, encourage affirm, and direct class leaders in their evangelism and outreach efforts;
- Greet visitors and guide them to the meeting place for their class;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Teen Assistant

- The Teen Assistant works with the Teen Lead by providing vital support related to record keeping, reports, and other communications; securing study curriculum, supplies, and other resources; and coordination the distribution of resources.
- Greet parents and students as they enter, take attendance and distribute material
- Meet regularly with the department leadership team;
- Process and maintain general records for the department and compile reports as requested;
- Coordinate ordering and distribution of Bible study curriculum, supplies, and other resources;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Adult Lead

- The Adult Lead is responsible to the Vacation Bible School Co-Chairs for the total ministry of ages 0-10, including planning, organizing, enlisting leaders, and evaluating the work in light of the objectives of Vacation Bible School. The Adult Lead is automatically a part of the Vacation Bible School Leadership Team. They must work closely with other members of that team as well as with other Leads. Verify the night before that each teacher, coordinator and administrator will be present for class the next day and communicate any needs to the Co-Chairs
- Meet regularly with the Vacation Bible School Leadership Team;
- Coordinate the work of the Adult Team and determine organizational needs;
- Discover, enlist, and train new leaders;
- Evaluate, encourage, affirm, and direct age-group leaders in their ministry;
- Meet regularly with teen leaders for planning and evaluation;
- Evaluate all needs related to space, curriculum, supplies, and other resources; recommend actions related to needs;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Adult Outreach Coordinator

- The Adult Outreach Coordinator works with the Adult Lead and Director of Outreach-Evangelism to lead their departments in outreach and evangelism.
- Ensure all attendance data is transferred to the Outreach Administrator and is accurate and complete.
- Evaluate, encourage affirm, and direct class leaders in their evangelism and outreach efforts;
- Greet visitors and guide them to the meeting place for their class;
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church.

Adult Assistant

- The Adult Assistant works with the Adult Lead by providing vital support related to record keeping, reports, and other communications; securing study curriculum, supplies, and other resources; and coordination the distribution of resources.
- Greet parents and students as they enter, take attendance and distribute material
- Meet regularly with the department leadership team
- Process and maintain general records for the department and compile reports as requested;
- Coordinate ordering and distribution of Bible study curriculum, supplies, and other resources
- Set a positive example for others by living as an authentic witness of Christ and by being thoroughly involved in the life and ministry of the church

First Time Visitors' Parking Outreach Coordinator

- The First Time Visitors' Outreach Coordinator works with the Director of Outreach-Evangelism to manage the First Time Visitors' Parking outreach efforts
- Assemble and manage a team to direct first time visitors special parking and navigate them through the church to arrive at age appropriate and topic appropriate classes for children and adults

