



Cross of Christ Lutheran Church

Job Title:	Vacation Bible School Coordinator		
Description	The vision for VBS is to share the gospel of Jesus Christ with young children in our local community with the hope of establishing long term relationships with them and their families. VBS is a high energy week that requires numerous volunteers to make it successful. As such the VBS Coordinator plays a crucial role in implementing all of the details and has the goal of developing an exciting program that will introduce Jesus to the children and help them understand his love for them.		
Location:	Cross of Christ Lutheran Church		
Salary/Wage:	\$5,000 stipend	Position Type:	Contract
Reporting to:	Pastor of Congregational Ministries	Last Updated:	November 2018

CROSS OF CHRIST PERSONNEL VISION STATEMENT:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships which have their foundation in the love of Christ.

ROLE AND RESPONSIBILITIES

The VBS Coordinator oversees the implementation of this outreach program with the following tasks and responsibilities:

- **Plan Vacation Bible School (VBS)**
 - Coordinate with the Director of Children’s Ministries to ensure VBS aligns with the faith formation goals of the church.
 - Develop and manage VBS budget within parameters approved by church council.
 - Determine dates and theme for VBS.
 - Develop project plan for VBS and adhere to plan.
 - Identify and coordinate donations needed – supplies, decorations, snacks, etc.
 - Select and purchase any curriculum needed for VBS.
 - Coordinate with CCLC Staff to ensure music, devotion and other activities are included in VBS and staff participation is scheduled and confirmed.
- **Manage VBS Volunteers**
 - Recruit volunteer leaders to help organize VBS.
 - Define key roles required for VBS, including (but not limited to): communication & promotion; snacks; registration; crafts & activities; music; opening and closing assemblies; decorations, etc. Delegate coordination of each area to volunteer leaders as needed.
 - Define training requirements for volunteer positions, publish dates and facilitate training sessions for all VBS volunteers. Training session must include review of Safe Haven Guidelines with all volunteers.
 - Ensure all VBS volunteers have appropriate fingerprint and/or background checks.
- **Manage VBS Registration**
 - Define registration dates and process. Registration begins 01-March.
 - Manage registration process, including waitlist process for VBS.
 - Communicate appropriately with registered and waitlisted participants and families.
- **Vacation Bible School Week**
 - Be onsite for all of VBS programming, ensuring set-up and clean-up is completed daily.
 - Welcome participants and ensure participants are picked up according to policy.

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- During the week, oversee all activities and assist with volunteers, any discipline issues and any first aid occurrences.
- Ensure snacks are purchased for each day.
- **Close out Vacation Bible School**
 - Organize a “thank you” lunch for VBS volunteers and families.
 - Complete all expense reports in a timely manner
 - Provide supervising Pastor with detailed reporting of VBS, including attendance, member/non-members, etc. Final details to be determined by VBS Coordinator and supervising Pastor.

ANTICIPATED TIME COMMITMENT

- 10-15 hours pers week in the 5 months leading up to VBS
- 40+ hours in the week prior to VBS
- 40+ hours during VBS week (typically July)
- 5-10 hours in the month following VBS week

It is anticipated that planning for VBS will begin around February, with hours worked increasing throughout the months and weeks leading up to VBS. The bulk of work will occur in the week prior to and the week of VBS.

CONTRACT PAYMENT

As a stipend position, VBS Coordinator payment will be scheduled as follows:

- \$1000 at end of April, provided project plan milestones have been met
- \$1000 at end of May, provided project plan milestones have been met
- \$1000 at end of June, provided project plan milestones have been met
- \$1000 at completion of VBS week
- \$1000 at successful closeout of VBS, as defined by supervising Pastor

Qualifications:

Required Qualifications

- Previous experience in elementary education or youth ministry
- Computer literacy in Microsoft Word, Excel, Publisher, Internet Explorer, Google Software, and social media platforms
- Ability to plan and execute a program calendar
- Ability to lead, motivate, and work with volunteers and staff
- Excellent written and oral communication skills
- Ability to focus on multiple deliverables and deadlines at once
- Abide by policies in the Employee Handbook, including Safe Haven Guidelines
- This position requires a fingerprint and background check upon acceptance. Failure to pass either will result in immediate termination of contract.

Preferred Qualifications

- High level of organizational skills
- Passionate about teaching and interacting with children
- Ability to remain calm in ambiguous and chaotic situations
- A personal faith commitment to Christ
- First Aid and/or CPR, specifically related to children

Please send resume and letter of interest to:

Cross of Christ Lutheran Church
Attn: Pastor Kathleen Armstrong
12099 Lowell Blvd
Broomfield, CO 80020
karmstrong@cross-of-christ.org

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