

Leader Job Descriptions • Administrative Guide CD

# LEADER JOB DESCRIPTIONS

#### A. ALL TEACHERS

- · Pray for children who attend VBS and their families.
- · Participate in training and planning sessions.
- Participate in the VBS Celebration event.
- Prepare to talk with any child who asks questions about becoming a Christian.

## **B. LEAD TEACHERS**

- · Assign specific tasks to assistant teachers.
- Keep attendance records for your class.
- Prepare name tags for each child.
- Lead in outreach activities to parents and children who indicate they do not have a church home.
- · Assist in obtaining needed supplies.
- Study each day's Bible materials.
- · Lead the Bible study sessions.
- Participate in the VBS Celebration event.

## **C. ASSISTANT TEACHERS**

- Prepare and decorate the Bible Study in the Starveyors Clubhouse.
- · Study each day's Bible materials.
- Move with children to the VBS rotation sites.
- Assume responsibility for the cleanup of the site daily and at the end of the VBS week.
- Ensure that children are released to the appropriate adult.
- Participate in the VBS Celebration event.

#### **D. ROTATION TEACHERS**

- Be familiar with the VBS Scripture, each day's Bible story, and "Today's Point" for each day.
- Coordinate space and schedules with lead teachers.
- Assume responsibility for the cleanup of the site daily and at the end of the VBS week.
- · Prepare and lead the rotation time each day.
- Decorate the site to support the theme.
- Participate in the VBS Celebration event.