
Vacation Bible School Director**Aversboro Road Baptist Church Mission Statement:**

To proclaim the gospel of Jesus Christ and to minister to the needs of our Congregation, the Community, and the World, through the leadership of the Holy Spirit.

General Purpose of the Position:

The Vacation Bible School Director is responsible to the Church for the planning, organization, coordination, implementation, and direction of the annual Vacation Bible School program.

Qualifications:

1. A spiritually gifted Minister/Leader or Staff Member with a confirmed interest and experience in this area of expertise.
2. A spiritually matured Disciple of Christ, with a willingness to devote the time and effort required to ensure the success of this important ministry.

Responsibilities:

1. Serve as member of the Church Council.
2. Prepare an annual Budget request and forward to the Budget & Finance Committee on a timely basis.
3. Administer the approved annual budget.
4. In cooperation with the church staff and the previous year's Director, plan the VBS dates, participants, and schedule based on a projected enrollment in each age group. Assign a space for each department.
5. Update the church calendar as required.
6. Prepare the agenda for, and meet with all the VBS leadership to ascertain materials needed, and to review the planned activities. Keep minutes of the meeting.

Duties:

1. Keep an accurate account of attendance.
2. Provide contact information for all prospects to the Sunday School Council and other appropriate organizations.
3. Prepare a summary account of the VBS activities at the conclusion of the annual Bible School program and present the summary to the Church Conference.
4. Keep the membership informed of VBS activities through the newsletter, bulletin, worship service announcements, and special messages.

5. Be faithful in worship Service and attendance.