

**LANSING UNITED METHODIST CHURCH**  
**Vacation Bible School LUMC Coordinator Position Description**

The primary role of the Vacation Bible School (VBS) Coordinator is to foster formation, practice, and growth in Christian faith through the Lansing United Methodist Church and All Saints Church annual summer VBS program. The VBS Coordinator serves under leadership and supervision of the Children's Ministry & Christian Education Coordinator.

**RESPONSIBILITIES:**

1. Provide faith formation opportunities for children using curriculum agreed upon by the VBS planning team and approved by the Children's Ministry & Christian Education Coordinator.
2. Assemble and lead a team of volunteers from both LUMC and All Saints Church to publicize, plan, coordinate materials needed, provide an accessible registration process, set up, conduct, and clean up for a week-long VBS program.
3. Schedule dates for VBS, coordinating with the Pastor's Administrative Assistant and All Saints Parish Office.
4. Prepare a budget for VBS. Train volunteers how to request reimbursement for expenditures. Track expenditures with receipts and prepare financial summary to share with All Saints Church when requesting reimbursement for 50% of expenditures.
5. Work cooperatively with station leaders, crew leaders, and other volunteers in carrying out classroom instruction and activities to enhance each child's understanding of their identity as a Beloved Child of God.
6. Provide support and assistance to parents, grandparents and guardians.
7. Provide a safe, welcoming, inviting and positive environment. Model polite, friendly, and courteous behavior for both children and adults. Do not engage in physical punishment/discipline of any child.
8. Be present to lead planning sessions and oversee the week of VBS. Coordinate planned or unexpected absences with the Children's Ministry Coordinator.
9. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to fully carry out those policies.
10. Conduct a walk through prior to the start of VBS to orient volunteers, including a review of carrying out Safe Sanctuary policies during VBS. Ensure Safe Sanctuary requirements are met throughout the week.
11. Attend periodic training and education opportunities provided by LUMC to include an annual review of LUMC Safe Sanctuary policies and procedures as they apply to VBS and its Christian education ministries.

**QUALIFICATIONS:**

1. A personal commitment to Christ, a growing faith, and a passion for ministry with children/youth.
2. Strong interpersonal skills interacting with children, youth and their families.
3. A basic understanding of children/youth and their needs.
4. Ability to adapt to a variety of situations.
5. Have had an active relationship with LUMC for at least 6 months.
6. Be at least 23 years of age.
7. Completion of consensual background check process.

I have read the position description for Lansing United Methodist Church Vacation Bible School Coordinator and understand its contents. My signature below indicates my agreement and covenant to abide by the responsibilities set forth above.

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Signature of Applicant

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Date