

• JOB DESCRIPTION •

DIRECTOR

This leader may or may not be the Ringmaster. He or she should be outgoing and ready to lead children through the key points of each session.

- Review the Director's Guide for detailed instructions
- Set dates for VBS and all meetings
- Follow the planning schedule
- Recruit and oversee all team leaders
- Assist leaders in recruiting
- Establish a budget
- Organize fundraising activities (or recruit someone to do so)
- Coordinate supply purchases
- Conduct staff meetings
- Promote VBS during publicity campaign
- Engage with children
- Work with the media team
- Review all the leader's guides for daily details



JOB DESCRIPTION

DECOR LEADER

The leader in charge of theme decoration needs to be a creative handyman who will challenge his team to build a fun and interactive environment. While a Décor Guide is provided, the leader is encouraged to make it his or her own. The team under him doesn't necessarily need to be creative, but should follow directions and be able to cut, glue, and paint. Ask for experienced carpenters to help with any wood construction.

The Decor Guide offers many ideas to transform your church. The décor leader is responsible for gathering all necessary supplies and setting up work nights for volunteers.

The foyer should be decorated at least two weeks prior to VBS for promotional purposes. If practical, keep the display up during VBS, especially if this also serves as the registration area.

The main sanctuary or fellowship hall will require the most work. This will be the area that gets the kids' attention as it displays the theme in a fun and interactive way. Pour most of your decorating resources into this display.

Include extra-fun touches such as decorating the hallways the children must travel through. Mount theme-related art pieces on the wall or hang them from the ceiling.

- Review the Décor Guide for daily details
- Report to the Director
- Recruit a team—creative people and also those who are good at following directions
- Recruit handymen for construction help
- Review the supply list, and then use your team to help scavenge and gather supplies
- Submit a shopping list to the purchasing agent for remaining supplies
- Set up work dates and notify your team
- Provide all supplies for work dates to avoid last minute shopping trips
- Provide tools
- Know your church's policy for mounting items on walls and ceilings
- Follow safety codes (e.g., do not block exits)
- Coordinate the teardown and clean-up plans when VBS is over



JOB DESCRIPTION

CREW LEADER

Crew leaders should love kids and enjoy mingling with them. They develop a personal relationship with each child in the crew, calling each one by name, knowing likes and dislikes, encouraging discussion and participation, and praying with and for each child, especially at altar service. Crew leaders should not sit on the sidelines, but stay connected to their kids through every activity, encouraging participation, playing games, building crafts, chatting with them during snacks, and being their friend.

Crew leaders will work with the same 4-8 children each session. Each crew leader will need a copy of the daily schedule that shows his travel timetable. The registration leader should place the daily schedule in each leader's backpack before the session begins.

- Report to the Director
- Study the Daily Crew Rotation schedule and know where their group will start and travel during the rotation schedule, leading the designated crew from station to station
- Help kids worship and get involved, especially at the altar
- Note the allergy and medical concerns or special needs for kids in their crew
- Carry the backpack for each day
- Check the schedule for additional items that might be needed
- Help children review the Golden Ticket and Memory Verse Melody for each lesson
- Collect name badges at the close of each day and turn in with your supply bag to Registration Leader
- Deliver kids to their parents at the close



JOB DESCRIPTION

SNACKS LEADER

At Big Top Treats, children will assemble and enjoy a small snack before participating in or observing an object lesson. For churches who want to do an all-day VBS, a lunch option is also available.

- Review the Big Top Treats & Sam's Silly Sideshow guide for daily details
- Report to the Director
- Recruit a team to work with you; assign roles to each worker
- Review the supply list for each day and then gather supplies
- Submit a shopping list to the purchasing agent for remaining supplies
- Separate all supplies into daily bins so they are ready to be used
- Interact with children
- Clean up each day



• JOB DESCRIPTION •

CRAFTS TEAM LEADER

At the Souvenir Shoppe Spectacular, children participate in sensory activities and build crafts that reinforce each day's Golden Ticket and Bible lesson.

- Review the Souvenir Shoppe Spectacular leader's guide for daily details
- Report to the Director
- Recruit a team to work with you—people who are good at following directions and will help bring out children's creativity
- Assign roles to each worker
- Review the supply list for each day, and then use your team to help scavenge and gather supplies
- Submit a shopping list to the purchasing agent for remaining supplies
- Separate all supplies into daily bins so they are ready to be used
- Interact with children
- Clean up each day



JOB DESCRIPTION

GAMES TEAM LEADER

At Midway Marvels, children participate in fun games and activities that call for interaction between kids. They will play outside, in the gym, or in another large room or hallway.

- Review the Midway Marvels leader's guide for daily details
- Report to the Director
- Recruit a team—people who are energetic and like to play
- Assign roles to each worker
- Review the supply list for each day, and then use your team to help you scavenge and gather supplies
- Submit a shopping list to the purchasing agent for remaining supplies
- Separate all supplies into daily bins so they are ready to be used
- Interact with children
- Clean up each day



JOB DESCRIPTION

REGISTRATION LEADER

Pre-registration is critical to estimating an attendance count (which affects supplies and number of volunteers). You may choose to use a free online event option where families are contacted via email or social media and can register their children online.

Print registration forms and place them at the display in the foyer for parents to register their children before VBS begins. Send postcards and registration forms home with families so they can invite their friends, family, and neighbors and pre-register them.

Organize the registration as much as possible prior to VBS. On the day VBS opens, set up two tables and clearly identify one for pre-registration and one for new registration. Mount signs over each table (A-L and M-Z) to help direct families in the process. At the pre-registration table, place the prepared name badges in alphabetical order for easy distribution. Write on the name badge any allergy or health issues the leader needs to know about the child. At the new registration table, place blank registration forms and blank name badges.

- Report to the Director
- Recruit a registration team (at least 2 people per registration table, plus helpers to take children to their assigned crew leader)
- Print copies of the registration form
- Set up a registration table in the foyer
- Encourage pre-registration at foyer display
- Obtain all information for each child as they are dropped off
- Assign each child to a numbered crew
- Provide a name badge for each child
- Maintain daily attendance records of children and adults
- Use the Excel attendance spreadsheets to maintain records
- Place the Daily Crew Rotation schedule in each crew leader's backpack
- Notify crew leaders of special issues (such as allergies) within their crews
- Submit all information to the follow-up crew



JOB DESCRIPTION

MEDIA TEAM LEADER

The leader of the media team should be someone who works regularly in this area for the church. The digital resources in the Resource Kit provide music, sound effects, visuals, and videos for the media team.

- In preparing for each day, review scripts and lessons to see what music, visuals, and sound effects are needed
- Report to the Director
- Recruit a team to work with you
- Upload music, visuals, and sound effects to your equipment; make sure they all work
- Print each day's media needs and highlight times they are needed (e.g., showing PowerPoints, playing the sound effects, playing music, and so on)
- Stay alert so no dead spots occur
- Work closely with the Director and Jesus Jams Worship Leader
- Available for dress rehearsal
- Before kids arrive, doublecheck to make sure they have all the necessary music, videos, sound effects, lights, visuals, PowerPoints, props, and microphones ready and working



• JOB DESCRIPTION •

PRAYER LEADER

If you do not want the Ringmaster to lead prayer during the Opener and at the altar call, have a person prepared to pray into the microphone during these times. This person should have experience leading children into the presence of God.



JOB DESCRIPTION

PUBLICITY LEADER

Publicity is key to making your VBS a success. Determine two (or more) key places in your community that offer the best advertising opportunities for reaching kids and families, such as the library and local grocery stores. Obtain permission to mount the posters on specified dates. Fill in the necessary information and mount them on the agreed dates. (Be sure to remove posters at the close of VBS.)

Two months prior to VBS, mount the large poster in your church to begin building excitement. Work with your church staff to determine dates for setting up a display in the foyer. Begin promoting VBS in Sunday school and children's church as soon as the large poster is displayed. VBS is a summer activity, which is also when families take vacations. Send the Dear Parent letter as soon as possible so families will commit to helping during the VBS week.

One month prior to VBS, have the Ringmaster and Junior visit the church in full costume and personality. This could be in the Sunday school classrooms or children's church, but especially in a full church service. Engage adults as well as children as you build excitement for your VBS.

Print the invitation postcards on cardstock. Space is provided for you to add your church information. Children add their names as well, so prospective guests remember who gave them the card. Make the postcards available one month prior to VBS, so families can start inviting friends and family.

During the last month prior to VBS, leaders should continue building excitement among their teams as well as the children. Encourage everyone to invite friends to VBS. Consider offering prize incentives to those who bring first-time guests. The Ringmaster and Junior should make quick appearances each week at the display to encourage pre-registration.

- Report to the Director
- Recruit a team to work with you
- Review the Director's planning schedule to know when and what to promote
- Send Dear Parents letter to all church families
- Provide bulletin inserts
- Mount small promotion posters at businesses
- Promote via radio, newspaper, postcards, etc.
- Print invitation postcards on cardstock; promote in church for church families to distribute



JOB DESCRIPTION

FOLLOW UP LEADER

Follow up is critical to a successful VBS. Now that you have reached out to your community, reach to them again for return visits. Fill out a follow-up card for each child. The week following VBS, each crew leader should send a follow-up postcard to each child on his crew (including church regulars), with a handwritten note on the back thanking the child for attending VBS. Be sure to include the church's name so the family knows who sent the card. The follow-up team should also make phone contact with the parents of guests (non-church regulars) that first week.

Several weeks after VBS, make a personal visit to your VBS guest families. Express appreciation for letting their child attend your VBS. Keep this a no-pressure visit. Visit with the child, discussing what he liked best at VBS. Offer to pray for any needs and then pray right there on the spot. Show the family you care about them. Before you leave, remind them you would love to see their family at your church again. If you have an upcoming special occasion, be sure to mention it. Offer a church card or flyer that gives service times. Thank them again for attending your VBS.

Any time your church has a special event, such as a children's revival, back-to-school service, or Christmas program, contact your VBS guests and invite them. Send your pastor a report on your VBS. Pass the guest family information on to your church outreach team so they can continue to reach out to families after your VBS follow-up.

- Receive responsibility details from the Director (Director's Guide)
- Report to the Director
- Recruit a follow-up team—people who are good at talking with people and who will follow through on their duties
- Print the follow-up postcards
- Provide cards for crew leaders to mail to their crewmembers after the VBS
- Make phone contact with guest families the second week
- Set up a personal visit with guest families after several weeks
- Submit a report to the Director and Pastor
- Submit all guest family information to the church outreach team



JOB DESCRIPTION

RINGMASTER

The Ringmaster is your lead teacher (and could be the VBS director), so he needs to be charismatic and authoritative. In the Big Top Opener, the Ringmaster greets the children, leads prayer, reads the Ringmaster's Code, and then introduces the day's Golden Ticket and Memory Verse Melody. You may or may not want the Ringmaster to lead worship in Jesus Jams.

On Day 1, the Ringmaster announces that at the end of the week, he will be retiring and handing the circus over to Junior, his trainee. Each day after Jesus Jams, the Ringmaster hands the show over to Junior to practice being the leader of the circus.

Ringmaster costumes are available online. He should look polished and professional. Think top hat, red coat, vest, white collar shirt, black or red-and-white-striped clothing, knee-high black boots or shiny black shoes, and a staff or cane. He should always be clutching a Bible.

- Memorize his parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director (if not the Director)
- Should be an engaging storyteller with comedic timing who interacts well with children



• JOB DESCRIPTION •

CIRCUS CRIER

Throughout the VBS, the Circus Crier introduces the Ringmaster and various key performers as they enter the big top. The Crier plays a key role in all five day's skits and the Bible lessons.

The Circus Crier should wear a costume similar to a court jester and carry a megaphone. The actor should be someone with high energy, a hint of sarcasm, and who does not mind a lot of rehearsing, since she (or he) is in all the skits and Bible lessons. For the Crier's introductions, lines do not necessarily need to be memorized and can be read.

- Memorize his or her parts in the Big Top Opener, Big Top Finale, and the Grandstand Bible Spotlight segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



JOB DESCRIPTION

JESUS JAMS COORDINATOR

If you do not want the Ringmaster to lead worship, prepare a worship leader to lead Jesus Jams. This person should have a team of worshipers ready to sing and lead motions to the songs. Worship is an essential part of every day's events. Having a worship team prepared to lead kids into God's presence will ensure a successful VBS.

In the digital resources, find MP3s of the Jesus Jams soundtrack, plus lyrics for many of the songs. The lyric and motion videos are provided through Vimeo. All the worship songs were written and performed by Apostolics. Prepare for a deeper worship experience by recruiting a live music team to learn the songs.

Each day starts with a 5:00 countdown that leads into the theme song, "Our Great Big God (Full Version)" written and performed Charity Gayle and Ryan Kennedy. Worship continues halfway through the Big Top Opener, at the conclusion of the Grandstand Bible Spotlight, and during the Apostolic Prayer and Altar call as well. This coordinator should also be responsible for getting music to the Crew Leaders to learn the music.

- Learn and teach the lyrics and motions for the worship songs
- Review the song needs in the Under the Big Top Skits and Bible Lessons guide
- Report to the Director (if not the Director)
- Recruit a team to work with you—people who are energetic and ready to sing and move
- Distribute the MP3s and share the Vimeo website
- Learn and teach the songs and motions to the songs
- Be sensitive to the Spirit



JOB DESCRIPTION

GRAMPY (OR GRANNY) GUMS GRANDSTAND BIBLE SPOTLIGHT LEADER

Grampy (or Granny) Gums needs to be an excellent storyteller and a skilled children's minister who is good at getting the whole audience involved. He (or she) will teach each day's Bible lesson during the Grandstand Bible Spotlight. Grampy Gums does not need to be an elder, but if a younger person plays the part, powder his or her hair white and have him or her act elderly. The costume should be a humorous mix of circus flair with elderly sensibility—perhaps like an old person, but with a regal cape, a top hat, fun eyeglasses, and a fancy cane.

Prepare to take this segment over the top. Think BIG! in hopes of crystallizing the Bible story into the minds of the kids in attendance. This person may or may not be involved in ministering to children at the altar during prayer time.

- Review the Grandstand Bible Spotlight portion of the leader's guide for daily details
- Recruit a team of helpers to work with you
- Gather costumes and props for each day's Bible lesson
- Coordinate a dress rehearsal to ensure that all the players and tech-crew know their role
- Submit a shopping list any props that need purchased
- Separate props and costumes into daily bins so they are ready to be used
- Coordinate with the sound and lights to make sure they have the necessary media
- Memorize his or her parts in the Grandstand Bible Spotlight segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director (if not the Director)



• JOB DESCRIPTION •

JUGGLER JULIE (OR JEFF)

Ideally, this performer should be able to juggle at least three balls. Julie appears in the skits for Days 2, 3, and 5. She does not appear in Days 1 and 4.

Julie's costume should be modest but have a fun circus flair.

- Memorize her parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



JOB DESCRIPTION

JUNIOR

During the skits, Junior is your comic relief. The Ringmaster has been training him for years to take over the circus, and this week he is being tested to see if he is ready. Junior is in all Big Top Opener and Big Top Finale skits. Junior is not part of the Grandstand Bible Spotlight.

In age, Junior should be a few decades younger than the Ringmaster. As a costume, Junior should be dressed in a second-hand version of the Ringmaster's costume (make his coat too big or small). Consider giving him a pair of fun eyeglasses for comic effect. Like the Ringmaster, he too should always be clutching a Bible.

- Memorize his parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



JOB DESCRIPTION

SAM & MAX • SAM'S SILLY SIDESHOW

Two actors, Sam and Max, are needed to perform the object lessons at Big Top Treats. The main character is energetic and upbeat Sam, who fumbles and stumbles through unsuccessful illusions. The sidekick assistant is named Max, who consistently rescues Sam from his blunders. These scripts are in the Big Top Treats & Sam's Silly Sideshow guidebook.

- Recruit a team to assist in each day's performance
- Review the supply list for each day and then gather supplies
- Submit a shopping list to the purchasing agent for remaining supplies
- Separate all supplies into daily bins so they are ready to be used
- Memorize their object lessons in the Big Top Treats & Sam's Silly Sideshow guide
- Practice the object lesson
- Show up for dress rehearsal
- Report to the Director



• JOB DESCRIPTION •

ACROBAT AMY (OR ANDY)

Ideally, this performer should be spry and able to do some gymnastics. Acrobat Amy plays a lead role in the skits for Days 1, 2, 3, and 5. She does not appear on Day 4. Amy's acrobatic costume should allow mobility but also be modest. Amy is also a fashionista, so accessorize her costume with feather boas, fun eyewear, fancy belts, and other creative accessories.

On Day 1, Amy twists her ankles, so she will be on crutches on Days 2 and 3.

- Memorize her parts in the Big Top Opener and Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



• JOB DESCRIPTION •

STRONGMAN STEPHANO

This male actor should speak with a comedic foreign accent. Stephano appears in the skits for Days 3, 4, and 5. Funny strongman costumes are available online, but they usually show a lot of chest and shoulder. With modesty in mind, add full body circus pajamas under the strongman's onesie. Consider giving Stephano a handlebar moustache.

- Memorize his parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



JOB DESCRIPTION

TRAMPOLINE TIMMY (OR TAMMY)

Like Acrobat Amy, this performer should be spry and nimble on a trampoline, though his trampoline skills may or may not be put on display. Timmy plays a key role alongside Amy in the skits for Days 1, 2, 3, and 5. He does not appear on Day 4.

Timmy's costume should also allow mobility and be modest. On Day 1, Timmy wrenches his back, so he will be hobbled on Days 2 and 3.

- Memorize his parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director



• JOB DESCRIPTION •

TITUS THE TIGER

This actor should wear a cat-ear headband, whiskers, and a modest tiger-skin outfit. This actor will only talk in a series of meows. Titus appears in the skits for Days 3 and 5.

- Memorize his or her parts in the Big Top Opener and the Big Top Finale segments of the Under the Big Top Skits and Bible Lessons guide
- Show up for dress rehearsal
- Report to the Director

