

VBS Team Roles & Responsibilities

Assistant Program Director

- Share roles & responsibilities with Director.

Treasurer

- Handle all incoming registration payments and donations. Check with your Parish about setting up a separate checking account.
- Write reimbursement checks and keep track of the budget.
- Keep excellent records of all transactions.

Station Leaders

- Please refer to each LEADER GUIDE for a list of specific roles and responsibilities.

Registration/Welcome Team

- Assign a person to make name tags for VBS participants, leaders and volunteers (*see CD-ROM*).
- Post each child's name on the back of their team banner.
- Organize a plan for t-shirt distribution and VBS check-in and out. Create VBS participant Sign-in/Sign-out sheets for the week, or use the reproducible in this guide.
- Make a plan for how and where to direct people as they arrive.
Note: Have the kids gather at their team banner to color while listening or watching the VBS Action Songs.

VBS Team Roles & Responsibilities (continued)

Group Leaders

- Lead their assigned group of children from station to station.
- Assist children at each station.
- Keep track of their group's belongings.
- Be sure to have the take home items (*Saint Card, Parent/ Child Activity Sheets, etc.*) for each child in your group.

Skit Team

- Gather all costumes and props for skits.
- Practice the daily skits with other team members.
- Perform skits at the daily Opening Ceremony/Kick Off.

Childcare Team

- Provide childcare for the volunteer's children (*children under VBS age*).
- Prepare activities and snacks for children.
- Provide nametags and a sign-in/out sheet.

Photography/Video

- Take photo/video of the VBS in progress.
- Plan to take an entire group photo of all the leaders and participants during the week.
- Set up a projector and screen to play DVDs.

Computer Support

- Assist the director with any computer related issues (*registration database, reproducibles, use of CD-ROM, etc.*).

Runner(s) / Floater(s)

- Be available to help with anything and everything.
- Run errands.
- Help with last minute details (*ex. photocopies*)
- Check with Station Leaders to see if they require extra supplies, water, etc.
- Blow the whistle to signal the time to change stations.

Decoration Team

- Assign a group of people to be responsible for decorating your main gathering area(s).
- Provide your team with the "Fun Decorating Ideas" found in this guide.
- You can choose to decorate the whole facility or only parts of it. The goal in decorating is to portray an Olympic/ sports theme. You can take it as far as your imagination (*or budget*) will let you!
- Assign a person(s) to make banners for VBS teams. (*see banners on CD-ROM*)
- In the Main Area, you can hang Team banners around the room. You may choose to attach a group name list and daily schedule to each banner.



Station Leader & Team Responsibilities:

Note: This is a list of responsibilities for each of your Station Leaders. They have a copy of this list in their leader guide.

Prior to VBS:

- Read through this guide and become familiar with your daily lesson plans.
- Write down any questions you may have to ask the VBS director.
- Meet with the Director to discuss your station activities and materials.
 - Find out the number of participants and size of groups in each rotation.
- Help recruit volunteers to be a part of your team.
- Attend the VBS training session with your team.
- Set up your station: decorate, plan your space and prepare each day's activities. (Be sure to consider the amount of space required for each station activity).
- Photocopy any necessary reproducibles.
- Help with the preparations for the Closing Ceremony: Athletics Party.



Each day of the VBS:

- Pray - lift up each VBS day to God.
- Set up all necessary materials for your daily lesson plan.
- Have enough Athletics Gold Medals available to distribute to the kids at your station.
- Attend the Opening Ceremony (welcome the children, pray & sing along).
- Have fun and smile: it's contagious!
- Direct each group of children through your station.
- Encourage the children to clean up your station before they move on.
- When you hear the main "change station" bell or whistle, have the Group Leaders take their groups to the next station (*optional: play the VBS theme song "Champion for Christ" as the kids move between stations*).
- Attend the Closing Ceremony (sing along, pray and dismiss the children).

Fun Decorating Ideas

The goal in decorating for Athletics VBS is to portray an Olympic/sports theme. You can choose to decorate the whole facility or only parts of it. You can take it as far as your imagination and budget will let you.

Here are some suggestions:

Note: Be sure to check out the Decorating Ideas section on the Resource CD-ROM for various murals, banners and clip art.

- Decorate the **Main Hall** with a feature Athletics Wall.
Post the main Athletics Banner, 3 Rings (*Bible, Cross and Church*) and 4 main sport pictograms.
- Make a separate Mural with the title, “**Champions for Christ**” featuring the **Saint of the Day**.
Note: Colored VBS Saint posters (8.5x11 and 11x14) can be purchased from Cat.Chat Productions.
- Make **Team Banners** and be sure to attach a team roster and daily schedule to the backside of the banner.
- Post “Welcome to Cat.Chat Vacation Bible School” signs at the registration table.
- Post 20 different Athletics sport pictogram posters.
- Post sports-related images found in sport magazines or newspapers.
- Enlarge various “CATHLETICS VBS” clipart to put on the walls.
(*ie. gold medals, weights, whistles, jerseys, torches, etc.*)
- Display sports equipment** on the walls, tables or counters.
(*ie. badminton and tennis rackets, jerseys on hangers, running shoes, hockey sticks, balls, etc.*)
- Set up a display of **exercise equipment** (*ie. weights and dumbbells*).
- Display **trophies and medals**.
- Set up a prayer station with a few children’s Bibles, rosaries and a battery operated candle.
- To make **Cathletics Rings**: Use 3 hula hoops and wrap colored duct tape around each one. You may prefer to purchase 3/4 inch plastic coil pipe from any hardware store. You can make the hoop by coiling 4 feet of pipe and sealing the end with black electrical tape.
Note: Print the “Athletics Ring Symbols” (see CD-ROM). Cut them out and tape on the wall, in the middle of each ring.
- You can make large **Cathletic sport pictograms** by projecting the clipart image onto a wall and tracing it on black “Coroplast” corrugated plastic sheets.
- Post a variety of international flags.
Note: There are 16 different flags to choose from (see CD-ROM).
- Feature your country’s flag by making a mini mural with the title:
TEAM USA or TEAM CANADA.
- Make colored paper chains in the 5 Olympic colors: red, yellow, green, black and blue.
- Post all 15 different Motivational posters (*see CD-ROM*).
- Make your own paper **torch**. Make a large cone using poster board and stuff it with red, gold, yellow, orange tissue paper.
Note: You can go online to check out other great ways to make Olympic torches.

Cathletics Banner



3 Rings



Sport Pictograms



Ideas on how to dress-up in the VBS theme:

The **VBS director** can dress up as a coach for the week.

If you want to emphasize the **theme each day**, you may choose to switch up your attire and come dressed up as a:

COACH on day 1: THE GAME PLAN

- Wear a t-shirt, track pants or track suit, a ball cap, running/tennis shoes, sports watch, a whistle, and a name tag on a lanyard.
- Carry a clipboard, including the program overview and notes.



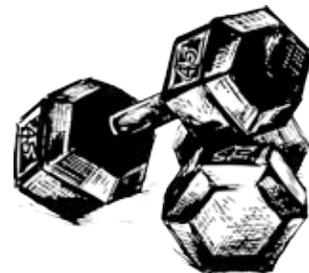
REFEREE on day 2: KNOW THE RULES

- Wear a referee jersey (with red armband), black pants, black ball cap, and a whistle.



FITNESS INSTRUCTOR on day 3: TRAIN HARD

- Wear a “workout” outfit: sweatpants, t-shirt, running shoes, sweatband and backpack with water bottle.
- Carry a set of weights.



CHEERLEADER on day 4: GAME ON

- Wear a t-shirt, shorts, knee-high socks and runners.
- Use pom-poms to compliment your outfit.



CHAMPION ATHLETE on day 5: VICTORY

- Wear a sports jersey, track pants, running shoes and a gold medal.
- (opt.) Carry a trophy and label it “Champion for Christ.”



OPTIONAL:

The **Faith Leader or Group Leaders** can dress up as the VBS Saint of the day.

Each group leader can be assigned one saint for the whole week. The **Main Station Leaders** can dress up as athletes, in sports gear.