

## **'Kickin It Old School' / VBS 2019**

Staff Descriptions and Service Opportunities / updated: 4.17.19

(see important dates – end of document)

	<u>Position</u>	<u>Description / Responsibilities</u>
	Head over all and the One WHO IS UNCHANGEABLE – The Lord Jesus!	Directs, guides, gives us strength, answers prayer, will help us in our genuine praise and worship of our great God and Savior, Jesus Christ Who is unchangeable and His promises never fail!
	<a href="#">Children's Ministry Elder - Cruz Maldonado</a>	Elder over children's ministry
	<a href="#">Children's Ministry Director – Xiomara Bueno</a>	Director over Children's Ministry
1.	<a href="#">VBS Directors – Annette Miller and Tina Eisman</a>  <a href="#">Registration Coordinator – Sheryl Hamlin</a>  Administrative / Registration Assistants	Oversees overall running and leadership of VBS, Station Directors, staff, general administration responsibilities, purchasing, registration, troubleshooting  Assist directors/coordinators; varied administrative duties. Assist Monday am 6.24 at registration tables – possibly rest of days
2.	<a href="#">'Care Bears' Preschool Director - Victoria Gonzalez</a>	Oversees general running and organization of VBS Preschool and Staff; responsible for daily schedule; work with VBS directors; coordinate decorations for station location with deco team
	Preschool Station Assistants  Additional Preschool Assistants	Oversee specific areas of preschool VBS  Assist PS Director and Station Assistants in preparation and daily activities of VBS Preschool; deco, etc.
	Care Bears Crew Leaders Preschool	7 <sup>th</sup> grade or older; responsible for 3-5 preschoolers; lead group through all facets of VBS each day; encourage, help, pray for, be a friend to the little 'Care Bears' in your group
3.	<a href="#">KIOS Crew Leader Coordinator – Diane Brown</a>	Oversees training of all crew leaders; leadership, safety, etc. Will coordinate scheduling of crew leaders during VBS week in case of absence, etc; assist leaders during week; troubleshoot. Work with VBS Directors
	KIOS Crew Leaders Elementary	8 <sup>th</sup> grade or older; responsible for 4-6 or more elementary age children; lead crew through all facets of VBS each day; encourage, help, pray for, be a friend to the children in your crew. Needs to be outgoing and able to communicate the gospel clearly. Will need to attend training times TBD. Need commitment for Mon. – Fri (6.24 – 6.28)
4.	<a href="#">Opening / Closing Concert Director – Fabi Kaltroft</a>	Organizes songs and schedule for opening and closing station; will coordinate and rehearse dance team; lead station through all segment transitions; intro mission project coordinator; coordinate all media and DVD's with tech director. Provide daily agenda to tech team.
	Concert Dance Team	Assists Director; needs to be energetic, enthusiastic, able to sing, <b>good at choreography</b> , and enjoy interacting with kids. May be asked to handle other tasks during the days of VBS.
5.	<a href="#">Crafts Director – Cindy Freeman</a>	Organizes and prepares daily crafts; shows example, instructs, reinforces daily Bible lesson, verse; lead a team of assistants
	Crafts Assistants	Assists with organizes and preparing daily crafts; shows example, instructs, reinforces daily Bible lesson, verse; help with deco for room /can get ideas from Vivian Johansen

6.	<a href="#">Games Director – Rutha Shah</a>	Organizes and prepares all daily games; requires high energy, enthusiasm, ability to organize kids with patience; explain with clarity each game; reinforce Bible Story, verse; lead a team of assistants
	Games Assistants	Assist director; prepare games for each day; high energy, enjoys kids, help direct kids in games
7.	<a href="#">Missionary Story Station Director – Karyn Aeschleman</a>	Director brings an ongoing, cliffhanger Missionary story to the children each day that builds to the end of the week. Possibly decorates room for the region of the story/may use props, etc. that engages the children. Reinforce Bible story and memory verse for the day; lead a team of assistants if needed
	Missionary Story Station Assistants	Assist Director
8.	<a href="#">Drama / Bible Lesson Director – Susan Lowe</a>	Director will bring each day's lesson to its fullness with scripture, illustrations, and drama. The Bible story will be fleshed out as the children use their Bibles and will interact as they are asked application questions.
	Drama Team - Assistants	Assist Drama Director with lesson, drama, decorations, and costumes
9.	<a href="#">Snacks Director (KIOS Kids) – Camille Ivey</a>	Oversees purchasing and organization of all snacks and needed supplies for kid's; lead in reinforcing Bible story, verse, etc. each day;
	Snacks Assistants	Assist director with pre-VBS preparation, shopping; also preparing, setting out, and serving snacks each day
10.	<a href="#">Snacks Director (Staff) – Tina Liu</a>	Oversees purchasing and organization of all snacks and needed supplies for staff; a.m. snack and coffee set up in West Wing where staff arrives and starts the day. Crew leaders to take something portable from am snacks to have when kids have their snack in ELL.
	Staff Snacks Assistants	Assist director with pre-VBS preparation and shopping; also preparing, setting out snacks each day
11.	<a href="#">‘Cabbage Patch’ Nursery Coordinator -</a>	Oversee nursery care for VBS Staff children ages infant – 3 (potty trained 4-5 yr. olds can go to VBS Preschool); work with assistants; arrange daily schedule
	‘Cabbage Patch’ Assistants	Assist with above - Jr. High, High school, or adult / can help 1, a few, or all days
12.	<a href="#">Mission Project Coordinator – Paul McDole</a>	Prepare daily presentation (2-3 minutes) to children during Opening & Closing stations regarding our Mission Project (i.e. info, DVD, pictures, \$\$ tally, etc.); requires someone w/ passion for missions and willing to do research on project to make it come alive to kids. Could work with an assistant. Will work with Concert Director.
13.	<a href="#">‘Smurf Squad’ Coordinator</a>	Oversee small team for misc. duties each day (see below)
	‘Smurf Squad’ members	8 <sup>th</sup> grade or over; provide supplies to stations, fill in for sick staff – including crew leaders, take trash, help keep VBS on schedule, assist in stations as needed, etc.; varied tasks each day
14.	<a href="#">Publicity / Advertising Director -</a>	Oversee advertising team; good PR, needs some time to make phone calls, put ads in paper, radio station (KKLA), etc.; get the word out!
	Publicity /Advertising Team	Assist director with above
15.	<a href="#">Set Design Director – Geoff Eisman, Sofia Eisman</a>	Organize team to obtain needed props and supplies to design/create set with 80's theme / week before VBS and especially Sat. June 22

16.	<a href="#">Decorations Coordinator -</a> Decorations Team	Come up with ideas and plan for all KIOS stations, outside, worship center (other than stage)- 80's theme deco  Assist director with above
17.	<a href="#">Tech / Coordinator - Dave Grinnell</a>	Work with VBS Director, Concert Director / run all computer related media (powerpoint, DVDs, etc.) for Opening and Closing
18.	<a href="#">Lighting Coordinator - Jean Antos?</a>	Work with Tech coordinator; Concert Director; provide lighting for each day's programs.
19.	<a href="#">Sound Coordinator - Rick Noll</a>	Work with Tech coordinator; Concert Director; run all sound and CDs needed for Opening and Closing Stations
20.	<a href="#">Financial Director - Tina Eisman</a>	Work with VBS Directors, Tammy Werth, Station Directors, and misc. staff. Keep track of budget, purchasing and reimbursements.
21.	<a href="#">Media Coordinator (photos and video) -</a> Assistants	Organize team shooting stills and video of VBS activities; take team and group shots; need much video and many pics of each day; coordinate with VBS Directors  3 photographers  3 videographers
22.	'Put It Together' Night Thursday, July 26th, 7:00 p.m. - ELL	Help put together lots of last minute materials for VBS (t-shirts, organizational and registration details) Refreshments offered! ... And we have a great time! ☺
23.	<a href="#">Follow Up Team Director - Mika Kaltoft</a>	Coordinate and organize visitation to families whose children received Jesus as their Lord and Savior during VBS; receive names and contact information from VBS Director
	Follow Up Team	Assist Director; make calls; go on visits
24.	Prayer Team	Team of people to spend time together and alone praying for all aspects of VBS - before, during, and after
25.	Nurse / Doctor / EMT	Need 1 - 3 licensed nurses or doctors to be on call and on site during the week of VBS in case of any minor injuries or accidents; assemble appropriate medical emergency kit; could have an additional VBS position (other than a director or crew leader) (*If 2 or 3 a rotation could be put in place.)

**PLEASE SAVE THESE DATES:**

- ❖ TUESDAY, MAY 28, 7:00 PM / VBS STAFF AND INFORMATIONAL MEETING
- ❖ THURSDAY, JUNE 20<sup>TH</sup> / 6:30 PM - 9:00 PM / VBS "PUT IT TOGETHER NIGHT"  
(MUCH HELP NEEDED TO ORGANIZE MATERIALS, ETC.) K BUILDING
- ❖ TENTATIVE: JUNE 20, 22, / DECORATE SANCTUARY, STATIONS, ETC.
- ❖ SUNDAY, JUNE 23/ 2:30 PM / HELP SET UP WORSHIP CENTER FOR VBS / CHAIRS, TABLES, ETC. / WE NEED MEN!! ☺
- ❖ FRIDAY, JUNE 28TH / TEAR DOWN, CLEAN UP