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## Board of Education

### Vacation Bible School Ministry

### Craft Leader

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**Mission Statement:** Grace Lutheran Church's Vacation Bible School serves children in PreK-6<sup>th</sup> grades in the church and the community by offering a fun and nurturing way to learn about Jesus Christ, all to the glory of God.

**Description:** The craft leader plans and orders prepackaged craft kits (according to each year's theme) for children ages 3 through 12 and leads the craft rotations during the week of VBS for the older children.

**Qualifications:**

- Member of Grace Lutheran Church or another WELS church
- Desire to work with children
- Positive attitude
- Well-organized

**Responsibilities:**

1. Consult with VBS team members to see which Bible lessons will be taught. Plan crafts related to the Bible lesson for each day of the week of VBS.
2. Find crafts, craft kits, and supplies needed for the crafts online (Oriental Trading Company and Amazon – Office Admin will provide you with Grace's account information for these companies). Send order to VBS Coordinator for review before submitting. Once approved, place order and charge to Grace.
3. Lead the craft rotations during the week of VBS. Explain, demonstrate, and help with craft. Other VBS team members and crew leaders will help assist the children with the craft.
4. Attend planning meetings as able.

**Time Commitment:**

- Time involved includes monthly, down to weekly, planning meetings which start in mid-to-late May and continue through the end of July/beginning of August, depending what week VBS is held, as well as time to plan and order crafts and supplies.
- During VBS week, the craft leader will spend 1-2 hours per day for each day of that week to teach and then prepare the next day's project.
- At-will commitment, for as long as you are willing and able to serve.

**Relationships:** The craft leader works and collaborates with other members of the VBS team, the coordinator of VBS, and the pastor.

**Training:** Training will be provided by the outgoing craft leader. Other VBS team members may assist in the training.