



St. Luke's Lutheran Church & School

Oakfield, WI

Vacation Bible School Leader Duties

Early April:

- Call all prospective teachers to see if they will teach. Possible prospects would be Ruth Lutze, Pat Pahnke, Barb Kollman, and Sandra Panzer. Ruth, Pat, and Barb have been teaching for years. They are very good. The grades are Pre-k and Kindergarten, 1st and 2nd, 3rd and 4th, 5th and 6th. You will need four teachers.
- Call Concordia, Kremer and Northwestern Publishing House and order their VBS catalogues.

Mid April:

- Call the Oakfield School District and find out when school is out for the summer and when summer school begins. There is usually a two week window (usually June 1 through June 15) where we can get a VBS week in.

Late April:

- Once you have all 3 catalogues, have meeting with teachers. Find out if they need helpers and how many are needed. The helpers can be anyone 7th grade and above. High school boys and girls would be an excellent choice. Ask the teachers what publishing house they would like to order materials from. Have them look over the catalogues from Kremer, Concordia and Northwestern Publishing House. Note: Kremer has good material and is usually cheaper.
- Order materials from the chosen publishing house.

Early May:

- Once materials are received, look over and organize lessons for each day of the 5 day session for the teachers. We received our lessons from Kremer in the past. All they do is send you a CD. You will have to run all the lessons off from the CD for the teachers.
- Call all helpers to see if they will help out teachers. Call Bill O'Laire to see if he will help serve daily snacks. He could use a helper too.

Mid May:

- Order banner to put out front of church advertising VBS program. Call Dan Neilsen at Flyway Sign (Dan is Rick Reehl's nephew) about making a banner. They've done this for us in past years. The banner goes along with the VBS program that you have chosen. There is a nice bracket and post setup in the ballroom to hang banner on. Be creative and make up little posters advertising VBS program. Hang them in the Oakfield post office, Off the Top hair salon, Oakfield Bank, and BFG Gas Station. Set out student sign up sheets in the narthex. It works out better if you call all prospective students. This will provide you with a more accurate count when putting material together and you get more students when you call.
- Have meeting with teachers and helpers. Present material to them. Find out what song they would like to work on to sing in church. There is usually a song they can choose from the VBS material. This song is sung on the Sunday following the VBS week. They take time each day of the VBS week to practice the song. Find out if there is any other material they require for lessons or craft projects. See if they would like to have another meeting a couple days before the program starts to work out any last minute details. Have Pastor Goelzer sit in on this meeting and find out if he would do daily devotions. They have devotions in the VBS material. It would be nice if you could do one of the devotions. Let Pastor Goelzer know in what part of the service you will be singing your song so he can schedule his service accordingly. Set out sign up sheets in the narthex for parents to provide snacks and drinks for each of the five days.

This is what has been done in the past by other leaders and if you follow your time schedule closely, you will have a well done program.