

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Vacation Bible School Committee	Policy Number 015	Page: 1 Of: 3
Yearly Elected Committee Members	Date of Review/ Revision: 12/10/2017	Level of Revision: 3

### I. Purpose

The Vacation Bible School Committee is responsible for planning, conducting, and evaluating the VBS program.

### II. Definitions

Vacation Bible School Committee – members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members.

### III. Procedure

- A. Committee members to serve from September 1 through August 31 of each church year.
- B. The VBS Committee is composed of the Associate Pastor and members at large.
- C. Bible School teachers must be a member of Flat Springs Baptist Church.
- D. VBS classes are for children 3 years of age through fifth grade. Bible School classes are the same as the grade just completed in school.
- E. VBS Committee members, teachers, assistants, and youth workers will be required to have a criminal background check. This policy has been adopted by our church for anyone who works with children.
- F. Teachers are requested to attend the workers' meeting, which will be held prior to VBS, to receive orientation.
- G. Teachers will arrive at VBS 15 minutes prior to opening assembly, and will march in with their assigned class.
- H. Teachers will supervise their classes at all times, including music, refreshments and recreation.

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- I. The Associate Pastor is requested to take an active role in Vacation Bible School including attending VBS Committee meetings, conducting opening assembly, teaching, and ministering to children throughout the week.
  - J. Any questions, suggestions, or concerns should be reported directly to the VBS Committee.
- IV. Responsibilities
- A. The Pastor is requested to take an active role in VBS and will be responsible for presenting the plan of salvation to the age-appropriate groups during the week of VBS.
  - B. Associate Pastor will be responsible for teaching a segment in the rotation of classes.
  - C. Teachers are responsible for selecting and decorating their classroom by the Sunday before Bible School begins.
  - D. The VBS Committee is responsible for the following:
    - 1. Planning and publicizing the date, time and theme of VBS
    - 2. Recruiting teachers and other VBS personnel
    - 3. Operating within the VBS budget set by the Finance Committee and approved by the church
    - 4. Ordering and distributing materials and supplies
    - 5. Arranging teachers' meeting and orientation
    - 6. Overseeing and coordinating all VBS activities
    - 7. Maintaining and submitting attendance and financial records to the association
    - 8. Evaluating the VBS program.

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V. Related Documents

VI. Supersedes Document

### Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 11-10-02	
1	8/11/2013	VBS Committee
2	12/13/2015	VBSC – Reviewed & Revised
3	12/10/2017	VBSC – Reviewed & Revised