



*Grosse Pointe Memorial Church  
Volunteer Job Description*

## VBS Support

**Overview:** VBS supports the church's mission to "continue God's transforming work by worshiping God joyfully, welcoming others graciously, supporting one another lovingly, and faithfully responding to our community and world with compassion." VBS is the largest event for children at the church each year. The program requires a substantial number of volunteers to be successful. Volunteer opportunities vary from behind the scenes decorating and prep, all the way to leading lessons each day.

**Responsibilities (pending where the needs are each day):**

- Participate in team huddle 15 minutes prior to start of service
- Check-in with department leader for updates or adjustments to the morning
- As families arrive, provide trouble-shooting presence within the check-in and arrival areas, helping families navigate to age levels as needed, and responding to any issues that arise
- Connect and assist with new families if welcome team is otherwise occupied
- Ensure safe, welcoming and timely transition for kids from check-in or pre-service play to their assigned age groups
- Check-in late arriving children
- Be thoroughly knowledgeable and comfortable in leading implementation of all safety and security procedures outlined in the children's ministries handbook and the general church protocols
- Lead implementation of manual check-in procedures if need arises
- Troubleshoot any supply gaps leaders experience by locating or communicating the need for additional supplies
- Read the lesson to enable support for small group leaders and to converse with children
- Read and respond to communication
- Lead one of the lessons (science, snack, story time, pre-school room, games, etc.)
- Decorate the Fellowship Hall the week prior to VBS
- Prepare materials for each lesson
- Assist with opening/closing ceremony

**Relationships:**

- All volunteers for VBS are supported by the children's ministry director, who ensures that all members of the team are well-equipped.

**Time Commitment:**

- Varies. Volunteers can decide which role, task, or time slot fits their schedule.

**Special Talents, Skills Preferred:** Creativity, leadership, non-anxious presence, joy, child protection training, and

excitement about VBS. Individuals will be matched to tasks that best fit their skills and talents.

***Resources and Training Provided:*** A one-hour training prior to the start of VBS to discuss expectations and responsibilities as well as complete the child protection training.

***Contact:*** Click [here](#) for the appropriate contact information for the leader of this ministry area. We'd love to have a no-strings attached conversation about your interest in this position!

*Written/Revised 10/6/2025*