

2006 VBS Secretarial Duties "THE PERFECT TEN"



Before VBS

1. Make a chart on poster board (to fill out each day of VBS) to show the attendance and offering.

VBS Attendance					
M	T	W	Th	F	Total

Offering					
M	T	W	Th	F	Total

clip art
Moses & Comm. ↑

(boys + girls offering is together this yr.)

2. Xerox the attendance cards. Cut apart. Make a colored title card for each age level to include: teachers name and age level. Rubber band the address cards. Put the addresses on any that we pre-register. (Regular attenders, just put their names on the card, we don't need all of the info.)
3. This year for the offering, Kevin will make a container in the shape of stone tablets. All boys and girls will work together to climb the mountain to reach the goal (at the top) at the end of the week.
4. Xerox the VBS schedules & room schedules.
 - a. give teachers a copy before VBS
 - b. Tape a copy in the teachers room for VBS
 - c. Tape a set in the foyer
 - d. tape a set up in the foyer
5. Run off copies of your daily attendance sheet for you in the office.

we climbed the mountain to reach our goal of 155.00!

6. Run off coloring sheets for Beginners and K papers. Make sure each class has crayons. Run off activity sheets for elementary & youth. (All these papers are for taking home each day.)
7. Run off workbooks. Staple on left. We need 120 copies. (The kids will NOT take these home till VBS is over.)
8. On Sunday evening, June 11, after pm service, help set up the schedules, make sure rooms have crayons, pencils, coloring sheets, attendance cards. Schedules in foyer, office, each room, and places like refreshments.

During VBS

1. Set out offering container on the altar in the center.
2. Count the daily attendance. Put on poster.
3. Count the daily offering. Bag it. Record. Put total on poster.
4. In closing session, announce attendance & offering (on poster)
5. Run off thank you notes by Wed. please. (run off 38)
6. Run off invitations to the parents to invite them to come to our VBS program on Sun. morning. Be sure children take home a flier on Friday.
7. On Thursday, start filling out the certificate awards with children's names. Give them to the teachers to sign. On Friday put on the perfect attendance Seals for those with perfect attendance. During the closing session on Fri. The teachers will pass them out.

After VBS

1. Collect all left-over VBS workbooks, coloring sheets, etc. and put them in the office.
2. Take schedules down from the walls.
3. Help clean up the office if it needs it.
4. Be sure treasurer took care of all monies.

Thanks for all your help!

*Note:

The above is a sample of what we did.
Adjust it and revise it to fit your setting!

BEULAH CHAPEL V.B.S. ATTENDANCE CARD

NAME:

ADDRESS:

PHONE:

AGE:

PARENTS ATTEND CHURCH REGULARLY?

M	T	W	Th	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEULAH CHAPEL V.B.S. ATTENDANCE CARD

NAME:

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PHONE:

AGE:

PARENTS ATTEND CHURCH REGULARLY?

M	T	W	Th	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEULAH CHAPEL V.B.S. ATTENDANCE CARD

NAME:

ADDRESS:

PHONE:

AGE:

PARENTS ATTEND CHURCH REGULARLY?

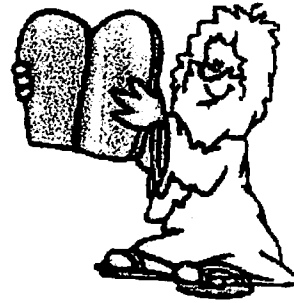
M	T	W	Th	F
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VBS Refreshments

"The Perfect Ten"

'06

Director: Helen Uhrig
Helpers: Marla Bales, Janet Borders



Responsibilities:

1. Call Pizza Hut on Western Ave. Ask if we can come each morning with a picnic cooler and fill it with ice.
2. Gather donations from restaurants of cups and napkins: Wendy's, Rax, McDonalds, Burger King, Long John's, Arby's, whatever is in your town!
3. Meet with your team and decide on the snack menu for the week. Since we are having a morning VBS, include a sandwich along with the snack. (Peanut butter, grilled cheese, bologna, etc.) We are studying the 10 Commandments, so it would be nice to remind them of that each day. Example: Monday – have two pretzel rods tied with a red string of licorice. Tuesday – have four cheese balls in a peanut butter cracker. And so on.
4. Put a notice in the church bulletin of the donations that you need: sugar, Koolaid, peanut butter, etc. several weeks ahead. Have the pastor announce it so people will donate.
5. Give the director a list of the expenses for the week so it can go on the financial report.

VBS week:

1. Set up the fellowship hall each morning.
2. Make the Koolaid.
3. Prepare the sandwiches, etc.
4. Serve the refreshments to the classes – see the schedule for when they come to you.
5. Clean up
6. Serve snacks outside if weather permits.
7. Announce the menu for Fri. – Hot dogs? Pop? (up to you)

Thanks for all your help!

Our lessons:

Monday –	Commandments	1 & 2
Tuesday –	“	3 & 4
Wed. -	“	5 & 6
Thursday -	“	7 & 8
Friday -	“	9 & 10

***Note: Every church has their own personal way of doing things, so adapt what you can, or add to the above, to make your own list of refreshment responsibilities.**
