





SUPPORT TEAM RESPONSIBILITIES

- **Prayer Team:** prays for all aspects of VBS. Distributes the Prayer Calendar found on this CD. Leads a prayerwalk using the brochure also included on this CD. 
- **Promotion Team:** plans a Kickoff Event. Invites the church and community to participate in VBS. Distributes flyers; creates mailing lists; sends newspaper, radio, and TV news releases found on this CD. 
- **Telephone Team:** calls church members and prospects to personally invite them to VBS. If your church has phonetree capabilities, suggest that this team write a script and contact leaders for training and families for enrollment.
- **Snack Team:** coordinates preparation and serving of theme-related snacks for special events and for participants during the VBS week.
- **Records Team:** registers children before and during VBS, collects important information on all participants for continuing the connections made during VBS, and keeps daily attendance and decision records.
- **Worship Team:** plans and leads the Worship Rally each day. Members of the Worship Team may include the worship leader, a music leader, an accompanist, a sound technician, and a video technician.
- **Technology Team:** prints materials from the CDs in the *Administrative Guide for Directors*, *Decorating Made Easy*, and Bible Study leader packs. The team assists with DVD viewing as needed, takes pictures, records video footage for the week, and handles online registration.
- **Security Team:** monitors the parking areas, other outdoor areas, and the entrances and exits.
- **Connection Team:** connects with prospects during registration, during VBS, and beyond. The team leads the follow-up events, visits prospects, and mails follow-up letters. This team may assemble and label follow-up packages for children. These packages could include certificates, Christian novelties, pencils, stickers, bookmarks, and so forth.