



ALL MOMLIFE ROLES WILL NEED TO DEMONSTRATE THE FOLLOWING CHARACTERISTICS:

- Personal relationship with Jesus Christ. Because not all moms may have made the decision to follow Christ, leaders have prime opportunities to share their story of life change and set an example of what it looks like to be a mom/woman/wife/etc. who loves Jesus. Connecting women to Jesus and helping them take a next step in their faith journey is a primary value of MomLife; therefore, this is the most important personal characteristic of leadership.
- Able to share your faith story comfortably (not perfectly) with others on appropriate occasions in an effort to point others to Jesus.
- A regular and active attender, participant and volunteer in a local church.* **
- Have a love for other women, especially moms, and take great interest in using personal strengths and giftings to encourage and equip moms to realize their potential as mothers, women and leaders in relationship with Jesus and in partnership with Grace Community Church.
- Align with MomLife's mission and core values (foundational principles//what we believe); be willing to read and sign MomLife Covenant.
- Show warmth and acceptance to women from every background, demonstrating discretion about the personal lives of others.
- Be able to work well with the whole leadership team, valuing:
 - ◆ *Honesty* (open communication about questions or concerns, creativity and sensitivity to vulnerability both from self and other team members).
 - ◆ *Helping* (ask for help and offer help, being willing to delegate and offer encouragement when needed; think creatively about how to find and involve others in projects).
 - ◆ *Flexibility* (understanding that everything will not always go as planned or desired; approach needs/necessary changes with openness for possibility and a good attitude).
 - ◆ *Simplicity* (remembering that family is utmost priority and the clear message of Jesus is the focus of each Gathering).
- Be available to attend all leadership meetings, trainings, MomLife Gatherings and Ladies' Night Out throughout the year. Communicate with [Leadership Team = Melanie; Table Leader = Table Leader Champion; Mentor Moms = Mentor Mom Champion] any times you will be absent.
 - ◆ **Leadership Team (LT)** will have monthly planning meetings and an overnight summer planning retreat.
 - ◆ **Table Leaders (TL)** will have 3 trainings (August, October & March).
 - ◆ **Mentor Moms (MM)** will have 3 trainings (August, October & March).
 - ◆ **KidLife Workers** will have 1 training (August) with KidLife Coordinator and Assistant KidLife Coordinator.

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Coordinator*: *Melanie*

- Encourage other members of Leadership Team in their responsibilities, delegating appropriately and assisting as needed. Value individual giftings and help other team members to thrive in their roles.
- Disciple Leadership Team, encouraging each woman to grow in her personal relationship with Christ.
- Set the tone for and lead MomLife Gatherings (through welcoming, announcements, organization needs, overall flow and feel).
- Lead Leadership Team planning meetings, any necessary training and retreat. Prepare agendas that encourage the contribution of every Leadership Team member. Communicate clearly with all team members dates, needs, responsibilities, etc.
- Identify training needs for Leadership Team and other MomLife leaders and find opportunities to help meet those needs.
- Responsible for the year's overall vision, theme, topics, teaching and coordinating guest speakers/teachers.
- Work with Evening Gathering Coordinator to be sure an agenda and other needs are ready.
- Send out monthly emails with information, reminders, etc. to Morning Gathering Participants.

Coordinator*: *Christy*

- Serve as liaison with Grace Staff, helping staff to understand MomLife needs/goals and MomLife leadership to understand overall vision of Grace. Communicate with Grace Staff about MomLife happenings, dates, budget and needs.
- Help with leading Leadership Team and MomLife Gatherings.
- Responsible for the year's overall vision, theme, topics, teaching and coordinating guest speakers/teachers.
- Give final say in all budgeting decisions.
- Coordinate all printed materials for meetings and Gatherings.
- Responsible for keeping up with momlifecarksville emails.
- Work with Evening Gathering Coordinator on membership and Table Leaders needs.

Administrative Assistant*: _____

- Organization skills and proficiency of Google Docs are a must!
- Take notes at meetings and be sure all Leadership Team is updated with appropriate notes from meetings.
- Help with budgeting needs:
 - ◆ Suggest 2018-2019 budget (to be approved by Leadership Team and Grace Staff) based on known and anticipated costs and expected income.
 - ◆ Report regularly to Leadership Team the financial status of MomLife, identifying shortages and surplus as appropriate.

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- ◆ Coordinate with KidLife Coordinator/Membership the submission of fees from moms and scholarship needs as it applies to the budget. Help be sure that any missing fees are known about and moms who haven't paid have been communicated with appropriately (according to FAQs).
- Work with AV/Social Media on making sure we are communicating dates, needs, encouragement, reminders, etc. well with moms.
- Keep MomLife calendar; coordinating with other Grace events and programs to be sure spaces are appropriately reserved.

Advisor*: *[Grace Preschool Director]*

- Offer Leadership Team guidance and support as needed.
- Serve as liaison with Grace preschool and kids ministry, helping MomLife Leadership Team be aware of what's happening in preschool/kids ministry at Grace and what you know to be needs of parents.
- As Preschool Director, offer help to KidLife Coordinator & Assistant (communicating with moms, making MomLife connections on Sunday mornings, stepping in as needed with KidLife workers, be sure all childcare needs/legal responsibilities and safety procedures are met, etc.)
- Attending Leadership Team meetings and participation/serving at MomLife Gatherings optional; work with Coordinators at beginning of the year what expectations and involvement will be during the year.

Mentor Mom Champion*: _____

- Show sensitivity to and understanding of the specific and unique needs of young moms.
- Be an example to Mentor Moms and encourage them - send regular emails, etc. to check-in to see how things are going and if they need any help with anything. Bring any concerns, etc. to Leadership Team. Keep Mentor Moms updated about needs, dates, responsibilities, etc.
- Work with Table Leader Champion and Membership to divide moms into groups and assign Leaders/Mentor Moms to groups.
- Work with Table Leader Champion to coordinate initial Table Leader and Mentor Mom meeting and training (end of July/beginning of August) to go over expectations, responsibilities, celebration of their service/leadership. Coordinator(s) will lead/help with this meeting as needed. Help put together all necessary information for Mentor Mom binders at the beginning of the year.
- Work with Coordinator(s) and Table Leader Champion to plan two other trainings during the year that would include all leadership. Help assess needs of leaders to make trainings pertinent to what's happening in MomLife.
- Work with Table Leader Champion to be sure LT/TL/MM are aware of any special needs and help to give ideas and tools to help them serve and minister to our moms when and where they need it the most (EG: meal trains, help with childcare, scholarship needs, help around the house, etc.). Meal trains will be set up by Mentors; serve as accountability to Mentor Moms that

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they are following through with meals trains and other ways to meet the needs of moms at their tables.

- Serve as mentor and support to MomLife Leadership Team. Serve as a substitute mentor at Morning Gatherings if there is an absent Mentor Mom.

Table Leader Champion*: _____

- Show sensitivity to and understanding of the specific and unique needs of young moms.
- Be an example to Table Leaders and encourage them – send regular emails, etc. to check-in to see how things are going and if they need any help with anything. Bring any concerns, etc. to Leadership Team.
- Work with Membership and Mentor Mom Champion to divide moms into groups and assign Leaders/Mentor Moms to groups – keep a running knowledge of who is in what group.
- Work with Mentor Mom Champion to coordinate initial Table Leader meeting and training (end of July/beginning of August) to go over expectations, responsibilities, celebration of their service/leadership. Coordinator(s) will lead/help with this meeting as needed. Help put together all necessary information for Table Leader binders at the beginning of the year.
- Work with Coordinator(s) and Mentor Mom Champion to plan two other trainings during the year that would include all leadership. Help assess needs of leaders to make trainings pertinent to what's happening in MomLife.
- Promote confidentiality and sensitivity within the individual groups, recognizing the need to refer to a more experienced person for counseling when appropriate. (Refer to resource list in binder for specific needs.)
- Work with Coordinators and Mentor Mom Champion to be sure LT/TL/MM are aware of special needs and help to give ideas and tools to help them serve and minister to our moms when and where they need it the most (EG: meal trains, help with childcare, scholarship needs, help around the house, etc.).

Prayer & Care:** _____

- Keep up with prayer requests and praises for Leadership Team meetings and MomLife Gatherings.
- Communicate with Table Leaders, Mentor Moms and Leadership Team to be sure the appropriate people are aware of needs and things going on and help to be sure moms are being prayed for, cared for and loved on well.
- Provide spiritual encouragement for Leadership Team and moms (through sharing devotions as prompted, sending notes of encouragement, etc.).
- Lead prayer times at meetings and Gatherings (or help to delegate this role).
- Look for opportunities to teach about/model creative ways to pray.

Hospitality: _____

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- Be sure the room is set up well for each Gathering.
- Responsible for clean up and storage after Gatherings.
- Keep up with inventory and make note of surplus or shortages of items and keep all MomLife items neatly stored and organized.
- Work with Creative Activities to decide on decor (anything for the stage, tables, etc.) at the beginning of the year.
- Coordinate food (work with table leaders to assign what to bring and when, talk to local places to see about food donations for meetings, set up drinks/lead volunteer coffee team, be sure all paper products are well-stocked and ready) for all Gatherings.
- Be aware of the atmosphere for meetings, looking for moms who may need a special welcome or connection with someone.

Membership: _____

- Responsible for all registrations throughout the year. Keep updated master list of moms and tables. This will need to be a spreadsheet in Google Docs that any Leadership Team can access at any time with (1) All mom names and contact information (2) Tables (with open spaces noted) and (3) moms on the waitlist.
- Be sure that any mom who registers receives a welcome email, they are entered in the church's database and are made a part of a MomLife Group through the database for group communications.
- Work with KidLife Coordinator to be sure kids needing childcare have a spot in a class and help communicate any childcare needs with moms (depending on whatever system you and KidLife Coordinator work out).
- Be sure any new moms throughout the year are finding connections at tables and be available to welcome them personally and introduce them to their Table Leaders.
- Work to assign moms to groups/tables and work with Table Leader/Mentor Mom Champions to assign leaders and mentor moms to groups.
- Keep up with attendance for each meeting (this needs to be entered through database). Work with Table Leaders and Administrative Assistant to know about any moms who have repeatedly not shown up or haven't paid any fees; be sure that any missing fees are known about and moms who haven't attended or paid have been communicated with appropriately (according to FAQs).
- Keep Leadership Team aware of how many moms are involved, what the waitlist looks like and how many spaces are open for new moms. (This will take coordination with KidLife Coordinator as well.)

Service: _____

- Work with Hope Pregnancy Center (or other community service program/partner) to identify opportunities for service projects and ways MomLife can help.

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- Be a liaison with Hope for any moms who join MomLife through Hope, working to help them feel cared for and connected through MomLife. Help Table Leaders and Leadership Team know of any potential needs/concerns.
- Help to plan and delegate execution of large group play dates if/as needed.
- Help to inspire and encourage moms to feel valued in their gifts and time as they grow in the area of service.

KidLife Coordinator: _____

- Find and lead childcare workers (for all Leadership Team planning and training meetings and MomLife Morning AND Evening Gatherings). Provide scheduling and communication with all workers, equipping and training them as needed.
- Work with Preschool Director to be sure appropriate ratio rules/procedures are followed.
- Provide initial training for childcare workers (before first MomLife Gathering), establishing clear guidelines and expectations.
- Organize what kids and workers are in what room and work with Asst. Childcare Coordinator to plan activities for kids.
- Work with Asst. Childcare Coordinator to be sure all KidLife rooms are set up and cleaned up appropriately before and after Gatherings.
- Connect with Lead KidLife Worker to establish expectations for communicating needs, etc. with moms as well as what to do when problems arise, etc. during Gatherings.
- Work with Membership to help manage the waitlist for moms/children as necessary. Work closely with Membership about childcare availability for new mom registrations throughout the year.
- Keep consistent updated spreadsheets of (1) all KidLife children as well as (2) what children and teachers are in what rooms and where space is available. This will need to be done through Google Docs so Coordinators and other Leadership Team can access information at any time.
- Appropriately address comments/concerns from moms to Preschool Director and/or Leadership Team.
- Communicate clearly with children, peers, moms and workers in a way that shows care and respect for all parties involved.
- Exhibit a dedication to meeting the needs of children, understanding their eternal worth to God. Display sensitivity to the needs of young mothers, understanding that sometimes leaving their children is difficult. Look for creative ways to encourage them and teach them about the childcare process.

Assistant KidLife Coordinator: _____

- Work closely with KidLife Coordinator, helping in areas as needed.
- Make creative and age-appropriate lesson plans for each KidLife room, helping to encourage, train and equip workers as needed. Work with Leadership Team to plan activities with the

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children that flow with the MomLife theme and help plan activities/take home sheets to encourage dialogue about Jesus at home.

- Work with KidLife Coordinator to be sure all KidLife rooms are set up and cleaned up appropriately before and after Gatherings.
- Communicate clearly with children, peers, moms and workers in a way that shows care and respect for all parties involved.
- Exhibit a dedication to meeting the needs of children, understanding their eternal worth to God. Display sensitivity to the needs of young mothers, understanding that sometimes leaving their children is difficult. Look for creative ways to encourage them and teach them about the childcare process.

Creative Activities: _____

- Coordinate at least 2 crafts for the year (one in fall, one in spring). Work with Leadership Team to decide on what would be best for moms, specific theme and current needs/budgeting. This would include organizing materials, instructions, demonstrations (as needed) and samples before any MomLife crafts.
- Work with Hospitality to create any decor needs for MomLife meetings (like for tables, stage, signs, etc.).
- Delegate well and enjoy having many women involved in projects, hoping to inspire and encourage other women to develop their creative skills.
- Coordinate with Service any creative needs/projects for service activities.

A/V and Social Media: _____

- Demonstrates proficiency with A/V equipment (microphones, speakers, soundboard, lighting, computer) and computer programs necessary for running slides and showing videos. This will include working directly with Brian Coleman for training and specific AV needs for each Gathering. Run A/V at all Morning AND Evening Gatherings, showing up early to be sure things are running well and glitches can be minimized.
- Create slides and videos as needed (or make sure there is someone who is making them).
- Choose/play appropriate background music for Morning and Evening Gatherings.
- Take pictures and record/video Gatherings as needed (or delegate as needed) and be sure pics/files get to where they need to be.
- Help with communications needs through Facebook, website updates, Instagram, etc. Work with Administrative Assistant with scheduling posts and any specific thoughts that need to be shared.

Evening Gathering Coordinator*:

- Fulfill basic duties of Table Leader Champion and Membership for Evening Gathering participants and Table Leaders. Work with Coordinator(s) at beginning of year to be clear on

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specific expectations, needs, vision and goals for 2018-2019 Evening Gatherings (this can be tailored each year to individual Coordinators and needs).

- Coordinate evening childcare needs with KidLife Coordinator.
- Serve as voice for Evening Gathering/Participants at Leadership Team Planning Meetings.
- Work with Coordinator(s) to create agendas for Evening Gatherings.
- Attend and lead Evening Gatherings (attendance at Morning Gatherings is not required).
- Work with Christy on coordinating food/snacks for each Gathering.
- Be sure room is set-up and cleaned-up appropriately for all Evening Gatherings.
- Send out monthly emails with information, reminders, etc. to Evening Gathering Participants.
- Keep up with information, reminders, encouragement, etc. on Evening Group Facebook page (coordinate with AV/Social Media who wants to post what).
- Communicate any special needs, prayer requests, etc. from moms with Leadership Team.

Table Leader:

- Function as a facilitator for small group discussion at MomLife Gatherings, helping to establish, grow and maintain relationships between the moms at your table. Understand the basics of small group dynamics and know how to get moms talking and relating to one another. Lead safe conversations where every woman is allowed to participate. Sensitively lead the conversation from small talk to spiritual talk.
- Be committed to each mom, staying in regular personal contact with her. Plan activities outside of regular MomLife/LNO meetings to help promote fun, fellowship and unity with your group.
- Be present and promote safety, acceptance and belonging for each mom at your table and any outside gatherings. Focus on creating an atmosphere where the love of Jesus is shared through building relationships, meeting needs and face-to-face conversations.
- Listen to table members, particularly in relation to her faith. Recognize that moms at your table will have various backgrounds and encourage both the Christ-follower and non-believer to take a next step on their faith journey, however big or small. Respond to questions and discussion with hope, grace, gentleness and respect. Be willing to say “I don’t know” or ask for help when something arises that is more than you know about or can handle.
- Pray for each mom in your group.
- Celebrate! big and small moments in the lives of each mom (birthdays, accomplishments...).
- Refer to Resource list in your binder for any specific/heavy needs of moms at your table.

Mentor Mom:**

A Mentor is someone who walks a few steps ahead and brings perspective on mothering, womanhood and relationships. Through small group discussion and one-on-one relationships, you communicate with vulnerability and honesty, and provide a foundation for acceptance and trust. (Titus 2:3-5)

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- Support mothers of young children, not because you have all the answers, but because you know that's what Jesus would be doing. No perfection or "having it all figured out" necessary.
- Pray for each mom and leader in the group.
- Be present – never underestimate the power of presence. A Mentor has the unique honor of investing in the lives of moms and leaders simply by being available.
- Ensure, along with the rest of the Leadership Team, the focus is on creating an atmosphere where the love of Jesus is shared — through building relationships, meeting needs and having face-to-face conversations with moms in the group.
- Get involved in small group discussion. This includes listening well for ways to support and pray, redirect, encourage and equip. Help to make space for safe, open and uplifting conversation.
- Celebrate! big and small moments in the lives of each mom.
- Communicate with Table Leader about ways you can best help and support her and the moms at your table (like helping to plan get-togethers outside of regular MomLife meetings, helping with creative ideas to help moms feel celebrated and special, working together to meet needs of moms at your table and the group in general). Coordinate meal trains for moms at your table (in the event of new babies, hospital stays, loss, great stress, etc.). Mentor Mom Champion can help train and give ideas for this.
- Communicate with Mentor Mom Champion any questions, concerns, ideas or needs as they arise.

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