



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.
- Ability to share your faith story comfortably (not perfectly) with others on appropriate occasions in an effort to point others to Jesus.
- Be 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 the MomLife Leadership Covenant.
- Show warmth and acceptance to women from every background, demonstrating appropriate 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 and MomLife Gatherings 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 1-2 trainings (August & possibly January) with KidLife Coordinator and Grace's Preschool Director.

*AM/PM Coordinators, Table Leader/Mentor Mom Champion are required to be members of Grace.

**Prayer & Care and Mentor Moms are required to be regular attenders of Grace (call Grace "home").

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 TL/MM trainings (August, October and March). Coordinator(s) will lead/help with this meeting as needed. Help assess needs of leaders to make trainings pertinent to what's happening in MomLife.
- Help put together all necessary information for TL binders at the beginning of the year.
- Promote confidentiality and sensitivity within the individual groups, recognizing the need to refer to a more experienced person for counseling when appropriate. (Refer to MomLife resource for specific needs - help to edit this list as necessary.)
- 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.).
- Be sensitive to the way TL prefer communicating; email all documents but know that each TL will have a preferred method of communication.
- If possible, help with Wednesday evening set-up prior to MomLife Gathering; be sensitive to any special table placement needs (wheel chairs, hearing impaired, etc).
- Use personal giftings to minister to TL as you see a need (EG: card ministry, coffee dates, sending articles/encouragement for ongoing training/discipleship, 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.

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Hospitality & Creative Activities: _____

- 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.
- 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.
- Work with LT to decide on decor (anything for the stage, tables, etc.) at the beginning of the year. Recruit help to put items together as needed.
- Work with LT to come up with creative activities for the Gatherings. Put together quotes for how much activities might cost and help with finding/purchasing needed supplies. Recruit help to put supplies together as needed for creative activities.

Service & Social Activities: _____

- Work with Hope Pregnancy Center (or other community service program/partner) to identify opportunities for service projects and ways MomLife can help.
- 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 PlayDates and MomDates if/as needed.
- Help to inspire and encourage moms to feel valued in their gifts and time as they grow in the areas of service and connection.

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 Coordinators/LT to schedule posts and any specific thoughts that need to be shared.

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Membership: _____

- Responsible for all morning and evening 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.
- Manage morning and evening MomLife Facebook group members.
- 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.
- Keep up with new member gift inventory (EG: binders, Scripture cards, date magnet, etc.) and be sure each mom receives one at her first Gathering.
- 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 (through database). Work with Table Leaders and LT 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.)
- Be available for membership needs at the Evening Gatherings (work with Coordinators at the beginning of the year what these expectations might look like).

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. Work with Preschool Director to provide necessary training for childcare workers (before first MomLife Gathering and potentially again in January), establishing clear guidelines and expectations. Appropriately address comments/concerns from moms to Preschool Director and/or Leadership Team.

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- Organize what kids and workers are in what room and work with Preschool Director to plan activities for kids.
- Be sure all KidLife rooms are set up and cleaned up appropriately before and after Gatherings. Organize supplies and request more as needed throughout the year.
- Work with Membership to help manage the waitlist for moms/children. 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.
- 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.

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 Gatherings 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 get-togethers. 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.

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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)

- 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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