

Print copies of the leadership team descriptions to use in leadership training. Also give each team leader a copy of her responsibilities to keep handy as a reminder of her important role in Mom to Mom.

Mom to Mom Team Leader(s)

Since this person provides overall leadership to the Mom to Mom ministry, the potential success of the Mom to Mom program is at stake. Therefore, this decision should be made carefully and prayerfully. Given the crucial importance of the role and the time commitment involved, identification of this leader could present the most challenge for any group seeking to start a Mom to Mom ministry. Specific responsibilities of the team leader will vary. In any case the personality, leadership style, and—above all—spiritual focus of the Mom to Mom Team Leader shapes the entire program. Choose prayerfully!

The woman God selects to be the team leader(s) for Mom to Mom should:

- be a mature Christian wife and experienced mother
- be an experienced leader with knowledge of God's Word
- feel an intense burden for the needs of young mothers and the crucial importance of encouraging them in the critical role they play in raising godly families
- be familiar with current secular and Christian parenting issues and approaches in order to filter them through the light of Scripture
- be responsible for the selection, training, nurture, and development of the leadership team and Titus 2 Leaders
- be able to set the tone at each Mom to Mom large group meeting by welcoming the moms and introducing the video or special speaker, providing a consistent voice and face at each meeting
- oversee the formation of the small groups, seeing that each member mom is prayerfully assigned to a Titus 2 Leader
- lead small groups when Titus 2 Leaders are absent
- be a liaison with the church staff

Titus 2 Leaders (Mentor Moms)

Because Titus 2 Leaders truly are the heart of the ministry, they also must be prayerfully and carefully chosen. Avoid asking for volunteers or accepting volunteers. Seek out several godly women in your church or community who are experienced mothers with a balanced perspective on marriage and parenting. Determine whether these women would be willing and able to lead and disciple a small group of eight to ten mothers. The number of Titus 2 Leaders needed depends on the projected size of your group. (For specific guidelines for selecting and training these women, see the Titus 2 Leader Guide.)

Titus 2 Leaders will commit to:

- the time required to provide a quality Mom to Mom ministry
- the regular schedule for Mom to Mom leaders
- being in touch with their women between Mom to Mom meetings
- periodic “team-building” times when the leaders meet for mutual support, problem-solving, prayer, and leadership training

You may want to consider asking Titus 2 Leaders to sign a covenant indicating their willingness to make the commitments listed above. (See “Titus 2 Leader Covenant” on the Leader CD-ROM.) The ministry will be only as strong as the Titus 2 Leaders’ investment in it.

Titus 2 Leader Subs

As with any ministry, you will need substitutes to fill in for the Titus 2 Leaders when they need to be away. While enlisting Titus 2 Leaders, enlist additional leaders who can be “Titus 2 Leaders in training.” These potential leaders need to meet with the Titus 2 Leaders before and after each Mom to Mom meeting as well as attend the Chew ‘n’ Chats and other times of training. The subs need to be assigned to a small group but be available to lead any group as needed. Always be on the lookout in your Mom to Mom ministry and in your larger church family for potential subs who can grow into leaders.

Registrar/Treasurer

The person in charge of registration and the treasury plays a vital role as the first contact many prospective members have with Mom to Mom. In most groups the registrar may be the person the moms feel they know best (besides their Titus 2 Leader). In fact, it is a good idea for the registrar to be available to the moms when they arrive each week for any questions or needs they might have. She helps set a tone of warmth and welcome in Mom to Mom.

Qualifications for and Responsibilities of Registrar/Treasurer:

- has administrative skills (preferably computer competence)
- has “people skills” in answering questions, providing and gathering information, alleviating childcare concerns, and so forth
- is willing to communicate with moms in person, on the phone, and/or by text or e-mail
- is willing and accountable for collecting fees from moms and keeping thorough financial records
- sees that fees get to the appropriate staff person in the church (according to your church’s plan for handing finances)
- works with Team Leader to make small-group assignments
- orders curriculum and supplies for the ministry
- coordinates with the childcare coordinator in ordering curriculum and supplies for the childcare ministry

Childcare Coordinator

Quality childcare is absolutely essential to an effective Mom to Mom program. New mothers will not attend if they feel uncertain about the reliability and quality of the childcare. Identify an individual (or preferably two, depending on the number of children expected) to serve as childcare coordinator.

Qualifications for and Responsibilities of the Childcare Coordinator:

- capable of and committed to coordinating superior childcare
- serves as recruiter, administrator, trainer, team leader, and troubleshooter in the realm of childcare
- maintains an adequate ratio of childcare workers to children, with at least two workers in the room at all times. Adheres to your church and state guidelines for screening, enlisting, and training childcare workers and for establishing a safe, healthy, and enriching environment for preschoolers.
- provides a well thought-out program incorporating simple Bible-learning activities and a Bible story for the children each week. (See Leader CD-ROM for “Recommended Curriculum for Mom to Mom Childcare.”)

The screening and hiring of childcare workers is an ongoing, time-consuming process. Give the childcare coordinator(s) plenty of support and assistance in this task. Most likely you will need to pay the childcare workers; therefore, you will need to know whether your church is willing to bear—or share—the cost or whether funds must be raised through registration and/or childcare fees. The specifics of the childcare program will vary greatly from group to group, but it cannot be overemphasized how vital this part of the program is to the overall success of your Mom to Mom.



Hospitality Coordinator

Since establishing a caring and enjoyable environment for moms is essential to a Mom to Mom ministry, hospitality is an important ingredient. Hospitality can be summed up in two words—fellowship and food. Usually a person with the gift of hospitality is easy to spot. She likes people and she likes to do things that help people enjoy their surroundings and enjoy each other.

Responsibilities of the Hospitality Coordinator:

- Selects a team of three to four persons to help coordinate events
- Coordinates the fellowship/snack time for each meeting
- Plans and coordinates special events such as brunches
- Coordinates the planning of special events and workshops
- Selects a couple of moms to help greet at each Mom to Mom meeting
- Sees to the clean-up of the fellowship area and snack table following each meeting

Logistics Coordinator

Logistics: A Mom to Mom ministry will have several logistical issues to address for each meeting. For that reason a logistics coordinator is needed. If the Mom to Mom program shares space with other programs in the church, a different set-up may be needed for Mom to Mom meetings and special events. The logistics coordinator ensures that the rooms are arranged to accommodate the ministry needs.

Responsibilities of the Logistics Coordinator:

- Coordinates with Mom to Mom Team Leaders regarding room arrangement needs for each meeting
- Coordinates with hospitality coordinator regarding the coffee and snacks for each meeting and for special times such as brunches
- Coordinates Mom to Mom needs with the church staff person responsible for facility management
- Arrives early to ensure that the room is arranged appropriately and that all technical equipment is set up for showing the DVD and that a public address system is available if needed
- Makes sure equipment is returned to the appropriate location

Publicity Coordinator

Once you are ready to start a Mom to Mom—church support, leadership team, and provisions for childcare are all in place—begin getting the word out to moms who may want to join. Depending on the size and nature of your church and community, you may publicize the program in a variety of ways.

Probably the most effective publicity will be word of mouth. An invitation extended from a friend is a powerful incentive. Encourage moms to invite other moms in their neighborhoods, in their children’s school, and in community groups of which they are a part. “If you offer it, they will come”—you just have to be ready for them!

Responsibilities of the Publicity Coordinator:

- Look for ways to publicize the Mom to Mom program both inside and outside the church. (For helpful content see the Leader CD-ROM for “Is Mom to Mom for Me?”)
- Develop a plan for communicating to moms regarding Mom to Mom

Consider including:

- » Informational meetings such as coffees or teas
 - » Bulletin inserts
 - » Registration brochures (See Leader CD-ROM for “Mom to Mom Registration Forms” and “Mom to Mom Logos.”)
 - » Church newsletter articles
 - » Information prominently posted on church website
 - » Special booth set up on strategic Sundays if possible
 - » Articles and ads in local newspapers
 - » Flyers posted on church and community bulletin boards in strategic areas
 - » Brochures made available to other churches in the area who may not be able to offer Mom to Mom
 - » Announcements on local radio or cable TV
 - » Personal letters or notes of invitation to friends and neighbors (See Leader CD-ROM for “Mom to Mom Letterhead.”)
 - » Email invitations
- Develop a plan for communicating with moms within Mom to Mom
 - » Mom to Mom newsletter (print and/or e-mail; see Leader CD-ROM for sample newsletter “Mom News.”)
 - » Designate a special page for Mom to Mom on the church website