

HEARTS  
YOUR  
LIFE



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## TABLE LEADER

- Demonstrate a growing personal relationship with Jesus Christ and be willing to serve with joy.
- Pray, pray and pray some more for ministry.
- Stay in regular contact with each mom at the table between meetings.
- Organize activities for the moms outside of normal meeting times to facilitate group bonding.
- Promptly follow up with phone calls for unanticipated absences.
- Facilitate discussion during meetings and promote a sensitive, accepting and encouraging atmosphere.
- Coordinate food signup and assistance to the hospitality team when your table serves during a meeting.
- Identify and minister to specific needs of moms at the table, for example, coordinate meals or other assistance for moms with new babies or an illness in the family.
- Send birthday, condolence or congratulation cards to table moms as needed.
- Help cultivate future ministry leadership.



## MENTOR MOM

- Demonstrate a growing personal relationship with Jesus Christ with a willingness to serve with joy.
- Pray regularly for \_\_\_\_\_(Bible Study group name).
- Be in the Word daily.
- Demonstrate a Godly example to the moms.
- Work closely with the Table Leader
- The Mentor Mom facilitates the prayer request time for small group.
  - The Table Leader facilitates the discussion questions.
  - The Mentor Mom will add to the discussion, with wisdom, knowing when to listen and when to share, never monopolizing the discussion.
- Emails prayer requests and other necessary information to table members.
- Follows up with absences (call, text or email).
- Works closely with the Table Leader to connect with moms from their table.
- Shares responsibility with Table Leader to minister to specific needs for moms with new babies or family illness.
- Send birthday, congratulation or condolence cards to moms at your table.
- Participates in prayer walk at the beginning of the year.
- Participates in a small group activity per semester with your table.
- Participates, if possible in the outreach activity and/or fundraiser event (if applicable).



- Coordinates with the Table Leaders to determine the Bible study curriculum.
- Help create table assignments (praying and then placing women within small groups).
- Prepares for each lesson.
- Teaches approximately 30 minutes.
- Develops questions for small group discussion.
- Email questions to the Table Leaders and Mentor Moms prior to the meeting.
- Responsible to find a substitute, video, activity or questions in the event of being absent.



## PRAYER COORDINATOR

- Leads prayer time before each session with Table Leaders and Mentor Moms (before attendees arrive).
- Leads prayer time at Steering meetings.
  - Steering Team is all Table Leaders and Teacher.
- Oversees the daily prayer schedule signed up for at the beginning of the session, updating needs and praises throughout the year, also adding requests for upcoming events.
- Coordinates and leads prayer walk at the beginning of the year (session).
- Liaison to Mentor Mom leader.
  - Sharing and updating ministry wide requests.
  - Brainstorming ideas of how to pray for one another more effectively.
  - Mentor Moms receiving list of names of Steering members and their spouses so marriages are lifted up in prayer.
- Liaison to Table Leaders (small groups)
  - The Table Leaders may feel led to share a request from small group time, or the leader's need for guidance, wisdom, etc. at their table.
  - The Prayer Coordinator gets the request out to the team.
  - Remember if sharing a prayer request from your small group, ask permission to share with the team.
- Daily prayer schedule.
  - Have the steering team sign up to pray for one specific day each week.
  - The goal is to have your Bible Study bathed in prayer daily.
  - The Prayer Coordinator will send out the prayer list that is created by the team. It will be updated as needed.



## PRAYER COORDINATOR (Continued)

- Prayer in small groups.
  - The Table Leader leads prayer time, asking each woman how the group can pray for her.
  - The mentor mom writes out the requests and emails the requests to the small group.
  - The goal is for everyone to pray. The groups will vary on their willingness to pray out loud.
  - One method that seems to work well is to pray for the person to their right.
    - The quiet women will feel more comfortable praying for 1 request.
  - If your group is apprehensive about praying, suggest before starting prayer time for each woman to pray, "Thank You God for..." or one sentence prayers.
  - The Table Leader can open up the prayer time with requests shared. And the Mentor Mom can add to and close the prayer time.



## ▪ HOSPITALITY/SOCIAL COORDINATOR

- Plan and arrange decor for the year (new decor scheme every year).
  - This can be low cost center pieces made by the team.
- Purchase and maintain table cloths, if not provided by the church.
  - Make sure table cloths are washed as needed.
- Stock and restock, throughout the year, hospitality items such as coffee, plates, napkins, forks, cups.
  - Give receipts to Finance Coordinator.
- Organize coffee brewing team or individual to come in early to brew coffee 1hr prior to class.
  - You may want to ask the Mentor Mom(s) to take this job since the young moms have their children in tow.
- Print, distribute and collect the breakfast sign-up sheet for each class.
  - Send a reminder email to the Table Leaders whose table(s) signed up to bring a breakfast item.
  - The Table Leader will then remind the ladies in their group.
- For the first class of each session, ask all Mentor Moms and Table Leaders to supply the breakfast, sending around a sign up sheet prior to class and a follow up reminder email.
- Announce birthdays and anniversaries each month/or weekly for the ladies attending the study.
  - You would acquire this information from the sign-up sheets and make a master list by months, in numerical order.
  - Birthdays-you may want to give a small gift.
    - A decorated bag of chocolates with birthday wishes expressed on a tag or card
    - These can be made up ahead of time for the entire session.



## HOSPITALITY/SOCIAL COORDINATOR (Continued)

- Anniversaries
  - Pray over the individual marriages.
  - Ask for husband's name if you don't know it so you can pray more specifically.
- Steering Team Building
  - Organize Steering team celebrations.
    - Baby showers
    - Birthdays
    - Anniversaries
    - Monthly steering meetings provide a time to do this, or choose to assemble another time.
- Select a play date and a mom's night out (per session) and contact venue to pin down location and time.
  - Advertise socials on Facebook and through weekly announcements.



## WORSHIP COORDINATOR

- Responsible for getting the songbook printed before the beginning of the session.
  - This method can be more cost effective as the songs may be repeated throughout the entire year or provide a printed copy for each week.
- Responsible for choosing musicians and coordinating with them for each class or having a worship cd(s) prepared to be played for each class.
- A heart prepared to lead worship by having a personal quiet-time and prayed over by the team before class.
- Leads worship (1- 2 songs)
  - Lead into worship-time occasionally or weekly by sharing a scripture that goes with the song(s) (this is optional).
- Close worship time in prayer, preparing hearts to hear from the Lord through the teacher.

Suggestion: Do the announcements and ice breakers before worship. This way the heart will be focused on spiritual matter after enjoying the lighter time of fellowship.



## DAY OF COORDINATOR

- Coordinate the icebreaker or craft for that particular weeks session and gather all necessary supplies.
- Keeps track of which table leaders and mentor moms are out for a session and whether substitutes are needed.
  - Each table leader and mentor mom should report this information to you.
- Collects all necessary announcements pertaining to that weeks session.
  - Team members are to notify you of announcements 2 days before class.
- For every class the following will let you know
  - Hospitality- which tables are responsible for breakfast the f f v following class.
  - Worship-which songs will be sung.
- Make sure the schedule and times are good for each session.
  - Occasionally you may have to adjust the time.
- Prior to session starting, arrange for gift cards to be donated/bought for the purpose of being handed out as raffle or door prizes.
- Share the announcements with the team before participants arrive for class.



## CHILD CARE COORDINATOR

- Liaison with the church nursery (If applicable).
- Liaison with church on questions such as allergies, curriculum, playground use etc. for the children.
- Arranges all child care that is outside the scope of the church nursery.
  - Example: the church nursery may only accept “registered” children so that a babysitter may be needed for children of moms who did not register prior to the meeting.
- Coordinates homeschool room.
- Secures homeschool room teachers and liaisons with them.
- Reserves child care and meeting rooms for leadership meetings.
- Ensures there are toys, coloring books, and other activities for the homeschool room and all other childcare that is outside scope of the church nursery (such as leadership meetings).



## FUNDRAISING COORDINATOR

- Determine your purpose for fundraising.
  - Childcare
  - Benevolent fund
  - Ministry Supplies
  - Décor
- Meet with church leadership.
  - Share the purpose for fundraising.
  - Coordinate fundraising with church events.
  - Determine what type of fundraisers you will hold throughout the year.

### Suggestions:

- Garage sale
  - Sell goods at a craft show
  - Bake sale
  - Babysitting nights
  - Cake walk
- Set dates for fundraiser
    - Event dates
    - Team work dates
  - Determine what type of tasks need to be accomplished.  
For Example:
    - Decoration
    - Business solicitation (provide the churches 501(C)(3) to business so they can use donation as a tax write-off)
    - Set up/ tear down
    - Donation drop-off/collection



## FUNDRAISING COORDINATOR (Continued)

- As the date of event approaches.
  - Determine the number of volunteers needed for each shift.
  - Create a volunteer schedule.
    - Be sure to include set-up and tear-down shifts
- Manage money spent and collected.
  - Keep record of all receipts for items purchased so people will be reimbursed for event expenses.
  - Provide a starting bank on day of event.
  - Develop a system to keep money secure.
  - Keep record of what is sold.
  - This information is helpful for future events.
  - Give the person in charge of budget/ministry funds the receipts and money raised.



## SERVICE PROJECT COORDINATOR

- Plan details for service projects (one per semester) after presented options are agreed upon by the team
- Ensure that the service project is announced and additional reminders are announced and sent out through email and/or social media
- Plan details for a yearly sponsorship project (the ministry sponsors a non-profit with donations throughout the year).
- These details include:
  - Presenting options to the team to pick a non-profit to sponsor for the year.
  - Liaison with the non-profit.
  - Create and print donation lists to display at meetings.
  - Ensure donation schedule/weekly item is announced.
  - Ensure items are collected and dropped off at appropriate location.



## FINANCE COORDINATOR

- Create a budget template with expected expenses and revenue
- Present anticipated budget to team for approval (and to church staff if applicable)
- Input expenses and revenue throughout the year to track the budget
- Liaison with the church on budget issues.
  - This includes turning in receipts for reimbursement and comparing church's accounting with the ministry's tracking of the budget.
- Remind steering team to submit receipts and other budget reminders.



## MARKETING/MEDIA COORDINATOR

- Create and have promotional cards or hand-outs printed and distributed to women in the church and members of the ministry for the purpose of:
  - Providing detailed information on dates, time, name of the study and sign-up procedures.
  - Inviting friends
- Secure and plan details for marketing tables at church, before and after services (to advertise in the weeks prior to registration).
  - Create schedule of volunteers to man the tables. If decor needed for the tables is stored at church, ensure the volunteers are able to access it.
- Market on Facebook (through Social Media Coordinator)
  - Have table leaders announce the details on their individual Facebook pages in order to invite their friends.
- Plan and ensure church bulletin and church video announcements are done, if permitted.
- Schedule team members, with permission from the church, to visit:
  - Young married Life Groups/Sunday school groups
  - Community groups within the church to promote the study to women who are in those groups
- Take pictures throughout the year to use promotionally/ making sure the ladies give their permission (have everyone sign a form at the beginning of the study giving their permission to have their photo's used).
  - NEVER use children's pictures without parents permission
- Coordinate details to get ministry t-shirts created and sold.