

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.
 - Anniversaries
 - Pray over the individual marriages.
 - Ask for husband's name if you don't know it so you can pray more specifically.

HOSPITALITY/SOCIAL COORDINATOR (Continued)

- 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.