

Volunteer Role: MOPS Co-Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Weekly
Average Hours: 3 hours/week
Minimum Age: N/A

Summary

Manages all areas of the MOPS ministry.

Position Qualifications

No formal requirements, but must be a mother of preschooler(s).

Spiritual Gifts that Might Help in This Role

- Serving
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
 - Pray for MOPS!
 - Plan/Attend summer Steering retreat
 - Plan for/Attend meetings (Steering, Feb 4, & MOPS)
 - Interact with moms at meetings and events (especially new mommies)
 - Make an effort to attend outside MOPS events
 - Assist with other misc. tasks or needs
 - Turn in reimbursement forms w/receipts to Shelley B for any purchased materials
 - Be intentional and connect with moms outside of meetings including text, phone, email, playdate
 - Assist with Auction

SUMMER RETREAT

Plan agenda and content with Leadership team; assist in leading retreat

REGISTRATION

Head up registration (usually begins in July)

STEERING MEETINGS

Lead monthly Steering meetings and Leadership (switching off)
Create an agenda (refer back to previous year's and discuss additions/changes in Leadership meeting)

OTHER

Assist with Auction scheduling and execution
During the summer, map out basic monthly topics for Steering meetings so it is easy for Leadership to look ahead (refer back to past agendas)

Keep up with MOPS Facebook private group
Be an encourager... to Steering members and to MOPS moms :)
Regularly check email through MOPS International website (many inquiries about joining come through here)
Check in with Finance Coordinator about budget and finances and make any decisions necessary to stay on budget
Compare invoices from Preferred Childcare (shared by Grace staff) to records/logs from MOPS Kids Coordinator's. Inform appropriate Grace staff of any inconsistencies.
Meet with Shelley B (Grace staff) and Mentor Mom over the summer to say hello and discuss protocol for handing in dues, reimbursement sheets, etc.
Communicate any upcoming announcements or events to Grace

Volunteer Role: MOPS Communications Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Bi-Weekly
Average Hours: 1-2 hours
Minimum Age: N/A

Summary

Creates and manages all large communications among MOPS Leadership, Steering, and MOPS moms.

Position Qualifications

No formal requirements, but must be a mother of preschooler(s).

Spiritual Gifts that Might Help in This Role

- Serving
- Leadership
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
Pray for MOPS!
Attend summer Steering retreat
Attend meetings (Steering, Feb 4, & MOPS)
Interact with moms at meetings and events (especially new mommies)
Make an effort to attend outside MOPS events
Assist with other misc. tasks or needs
Fill out reimbursement forms for any purchased materials
Be intentional and connect with moms outside of meetings including text, phone, email, playdate

EMAILS

Send emails and make FB posts about meetings and events

SUMMER RETREAT

Plan agenda and content with Feb 4
Assist in leading the retreat
Send meal sign up for retreat

MEALS FOR MOMS

Meals may be given for births, surgeries or other difficult situations
Coordinate with recipient to find out details and communicate with other moms to encourage participation.

EVENT SIGN-UP SHEETS

Make and pass around forms (for food or other supplies) related to any event

Examples: Jesse Tree ornaments, Jesse Tree food, Auction Celebration Food, Meet & Greet, etc.

OTHER

Explain Blessing Table to mommies via email and at meetings. Help find a mom who will be in charge of the blessing table.

Coordinate with appropriate Support and Facilities staff of Grace Church regarding room set-up.

Post FB reminders about meetings and special events

Participate on the Auction Team

Manage emails and MOPS Contacts list

Volunteer Role: MOPS Curriculum Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Weekly
Average Hours: 1.5 – 2 hours
Minimum Age: N/A

Summary

As a part of the MOPS Steering Committee, the Curriculum Coordinator uses curriculum materials provided by Coordinator to map out brief lessons for each age group and writes brief lesson plans for childcare workers. Works with Childcare Coordinator to buy classroom supplies. Communicates with moms about what their children are learning during MOPS meetings.

Position Qualifications

No formal requirements, but must be a mother of a preschool child.

Spiritual Gifts that Might Help in This Role

- Serving
- Teaching
- Giving
- Leadership
- Word of Wisdom or Knowledge
- Helps
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
 - Prays for MOPS!
 - Works with Grace Community Church to adhere to existing children's ministry policies and procedures (cleaning toys, how to leave classrooms, etc.)
 - Encourages childcare teachers, trains teachers by start of meetings (arrive before hand)
 - Assists MOPS Kids Childcare Coordinator in monitoring site supervisor and child care providers to ensure policies and procedures are being followed
 - Communicate with site supervisor during MOPS meetings to ensure safety of children and work with MOPS Kids Childcare Coordinator to best match teachers with particular classrooms
 - Gets curriculum materials from Coordinator in the summer. Map out brief lessons for each age group and start to write up "lesson plans" for the PC workers.
 - Buys and stocks all MOPS Kids supplies- cheerios, goldfish, wipes, disinfectant (work with Childcare Coordinator on this). Submits form for expense reimbursement.
 - Assists in the set-up & clean-up of MOPS Kids rooms before and after each meeting
 - MOPS Kids Curriculum - plan and get materials for age-appropriate activities for each classroom (5-10 minutes activity)
 - Creates or edits schedule for each classroom and have somewhere easily visible in each childcare room

- Explains to moms what their child is learning (via a handout) or at MOPS meetings
- Makes an effort to attend outside MOPS events
- Assists with other misc tasks or needs
- Is intentional to connect with moms outside of meetings including text, phone, email, playdate
- Attends bi-monthly MOPS meetings, monthly steering committee meetings during the spring and fall MOPS sessions and summer steering retreat

Volunteer Role: MOPS Discussion Group Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Weekly
Average Hours: 1.5 – 2 hours
Minimum Age: N/A

Summary

As a part of the MOPS Steering Committee, the Discussion Group Coordinator helps find Discussion Group Leaders (DGLs) and Assistants, prepares leader notebooks, and meets with DGLs at the beginning of and at least once during the semester.

Position Qualifications

No formal requirements, but must be a mother of a preschool child.

Spiritual Gifts that Might Help in This Role

- Serving
- Giving
- Leadership
- Word of Wisdom or Knowledge
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:

GENERAL

Pray for MOPS!

Attend summer Steering retreat

Attend meetings (Steering & MOPS)

Interact with moms at meetings and events

Make an effort to attend outside MOPS events

Assist with other misc tasks or needs

Fill out reimbursement forms for any purchased materials

Be intentional and connect with moms outside of meetings including text, phone, email, playdate

DURING THE SUMMER

Obtain prior year's DGL Coordinator notebook, as well as DGL notebooks (This is usually completed at end of Spring semester).

Following input from Leadership, call potential DG Leaders to tell them we'd love to have them lead, inform them of the responsibilities, and ask if they'd be interested. Confirm needed number (typically, 5).

Toward end of summer registration, meet with Co-coordinators to assign all MOPS members to table groups and determine potential Assistant DGLs for each table.

Contact potential Assistant DGLs and confirm.

Prepare document with table groups for Steering Retreat in August.

Prepare DGL Notebooks with help from Co-coordinators (This includes editing DGL job description, if needed, table groups w/contact info chart, breakfast schedule).

Make signs for each DG to go on tables at MOPS meetings.

Plan to meet with DGLs at beginning of Fall semester, with Mentor Mom.

THROUGHOUT THE YEAR

As the roster changes, continue to update DGL documents and table signs. Send to Co-coordinators and Craft Coordinator.

Meet with DGLs once a semester to check in, cast a vision for how they can lead and care for their groups, pray together, brainstorm, and problem-solve.

Email DGLs, as needed, with updates and information about upcoming meetings (e.g. breakfast schedule changes, mixed seating, etc.)

Talk to Mentor Mom about any DG concerns - a very talkative mom, etc.

Plan for mixed seating once per semester (add to calendar, plan ideas for mixed seating, plan icebreakers).

Volunteer Role: MOPS Finance & Fundraising Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Bi-Weekly
Average Hours: 1 hour/week
Minimum Age: N/A

Summary

Manages all financial affairs within MOPS scope and serves as liaison w/appropriate Grace staff.

Position Qualifications

No formal requirements, but must be a mother of preschooler(s).

Spiritual Gifts that Might Help in This Role

- Serving
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
 - GENERAL
 - Pray for MOPS!
 - Attend summer Steering retreat
 - Attend meetings (Steering & MOPS)
 - Interact with moms at meetings and events
 - Make an effort to attend outside MOPS events
 - Assist with other misc tasks or needs
 - Fill out reimbursement forms for any purchased materials
 - Be intentional and connect with moms outside of meetings including text, phone, email, playdate
 - Assist with Auction as needed
 - REGISTRATION
 - Become familiar with MOPS Int'l website and registration process
 - Register current members who sign up early with MOPS International in MAY!
 - Register new members in September and as they join throughout the year (make additions as needed)
 - Help collect dues at meetings when applicable
 - Remind / email / talk to moms who have not paid
 - Keep track of scholarships with Co-coordinators and Mentor Mom
 - BUDGET
 - Meet with Mentor Mom, Co-coordinators, Grace staff (as appropriate) in the summer to be updated on budget and any editions that need to be made
 - Review and file MOPS monthly reports and balance sheets in Finance notebook
 - Help explain reimbursement sheets and budget for Steering items at Summer Retreat

Make note throughout the year of budget adjustments that need to be made

OTHER

With Co-coordinators, renew our membership/charter with MOPS Int'l in April

MANAGING AUCTION

Communicate with Better World Collective in preparation of the Auction and throughout
See "Auction Timeline"

With Co-Coordinator and by end of Fall semester, determine dates for key milestones
Lead Auction Kick-Off w/Co-coordinators.

Update and send Steering and Auction Fundraising Letter

Update Google Auction document for current year and send it to Steering

PUBLICITY

Make sure Co-coordinator has completed CERR for Auction details to be put in Grace's
bulletin, on the church website, and possibly to make an announcement during the service.
Explore other ways to publicize so that we can attract people outside of MOPS to bid

POST AUCTION

Organize and set up for Pick-Up Party

Orchestrate Pick-Up Party with organized system for people to collect their goods

Assist with all items making it to their owner (w/in reasonable limits)

Volunteer Role: MOPS Hospitality Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment (2 years if possible)
Serving Frequency: Weekly
Average Hours: 1.5 – 2 hours
Minimum Age: N/A

Summary

As a part of the MOPS Steering Committee, the Hospitality Coordinator leads the setup and cleanup efforts for each bimonthly meeting and buys needed supplies.

Position Qualifications

No formal requirements, but must be a mother of a preschool child.

Spiritual Gifts that Might Help in This Role

- Serving
- Leadership
- Helps

Additional Information

- A volunteer in this role would be responsible for the following:
GENERAL
Pray for MOPS!
Attend summer Steering retreat
Attend meetings (Steering & MOPS)
Interact with moms at meetings and events
Make an effort to attend outside MOPS events
Assist with other misc tasks or needs
Fill out reimbursement forms for any purchased materials
Be intentional and connect with moms outside of meetings including text, phone, email, playdate
Assist with Auction as needed

SUMMER PREP

FIRST - Check MOPS closet for materials that can be used again
Create Centerpieces for each table
Provide prayer cards for each table
Pens and tissues on each table
Purchase table cloths, paper products, etc for meetings -

MOPS MEETINGS

Set-up
Arrive at 8:30am. Get key from Grace to get in building.
Ensure you have 2-3 helpers for set-up and break-down for each meeting
Arrange plates, napkins, cutlery, cups and tablecloths

Get coffee and ice from the Eagle's Nest (separate key needed)- find a helper to do this.
Make sure rolling cart is out and ready to be used for breakfast items
Monitor needs and replenish as necessary (including all paper products and table cloths)

During Meeting
Pray around 9:35

Clean-up
People will help, but plan on being there until 11:45/12pm
Clean tables and coffee pots and put everything away in the closet
Take utensils home to clean and return
Take inventory and buy needed supplies (usually from the Dollar Store or Costco)
Lock supply closet (you will have 1 of 2 keys to the closet) and turn off all lights

Volunteer Role: MOPS Kids Childcare Coordinator

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Weekly
Average Hours: 5 hours/week during summer; 1 hour/week during fall/spring
Minimum Age: N/A

Summary

Coordinates all childcare needs for MOPS (Mothers of Preschoolers) meetings and MOPS Steering meetings.

Position Qualifications

No formal requirements, but must be a mother of preschooler(s).

Spiritual Gifts that Might Help in This Role

- Leadership
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
 - Pray for MOPS!
 - Attend summer Steering retreat
 - Attend meetings (Steering & MOPS)
 - Interact with moms at meetings and events
 - Make an effort to attend outside MOPS events
 - Assist with other misc tasks or needs
 - Fill out reimbursement forms for any purchased materials
 - Be intentional and connect with moms outside of meetings including text, phone, email, playdate
 - Assist with Auction as needed

GRACE

Work with Grace Community Church to adhere to existing children's ministry policies and procedures
Once registration is complete and as needed throughout the year, create and update rosters for each children's classroom
Turn in required info to the appropriate Grace staff (Lisa Kody, Tracy Anderson) as soon as possible for uploading into the check-in kiosks. Adjust as needed over course of year
Maintain record of Preferred Childcare specialists and times for Co-coordinator to review PC monthly invoices provided by Grace

PREFERRED CHILDCARE

Communicate with PC about number of specialists needed, classroom ratios, etc. Keep record of who is scheduled when to make sure all needs are covered
Coordinate and oversee specialist placement in classrooms

Encourage childcare specialists

Prepare specialists by communicating expectations, sharing parent feedback, orienting them to the role, and ensuring that site supervisor has necessary materials

Monitor site supervisor and child care specialists to make sure they are following Grace policies and procedures

Communicate with site supervisor during MOPS meetings to ensure safety of children and work with site supervisor to best match teachers with particular classrooms

Verify childcare specialists hours and coordinate with site coordinator to sign time cards

Meet with site supervisor at the beginning of the MOPS year to train for the role, orient to curriculum, and convey expectations for childcare specialists so that she can adequately supervise workers during meetings

MOPS and STEERING MEETINGS

Create and maintain up to date classroom rosters for enrolled MOPS Kids for MOPS Meetings and Steering Meetings.

Create semester-long Attendance sheets for MOPS classrooms and Steering room. Make sure these are out at each meeting.

Assist in set-up & clean-up of MOPS Kids rooms before and after each meeting as needed

Assist with use of kiosks as needed (kiosks used only for MOPS meetings)

Provide Preferred Childcare specialists' nametags for each classroom

Be aware of need to open or close classrooms as we add or drop children

CONTACT WITH MOMS

If there is a problem with a child during a meeting, the site supervisor will contact you first and the mom directly if no response from you in a timely manner

Share information about Preferred Childcare specialists and MOPS room assignments with MOPS moms.

Foster communication with moms and solicit feedback for process improvement and to ensure appropriate supervision is provided by Preferred Childcare specialists.

Volunteer Role: **MOPS Mentor Mom**

Ministry: MOPS
Staff Ministry Leader/Owner: Lee Simmons
Ministry Lay Leader: N/A
Time Commitment: Multi-Year Commitment
Serving Frequency: Bi-Weekly
Average Hours: 1 hour/week
Minimum Age: N/A

Summary

Mentor moms at MOPS by attending meetings, building relationships with them, and praying for them.

Position Qualifications

No formal requirements, but must be a mother of children who are at least middle school age or older.

Spiritual Gifts that Might Help in This Role

- Serving
- Mercy
- Word of Wisdom or Knowledge
- Helps

Additional Information

- A volunteer in this role would be responsible for the following:
 - Attend MOPS, Steering and Leadership meetings.
 - Love on, build relationship with, and pray for MOPS moms in the purpose of drawing them into deeper relationship with Christ.

Volunteer Role: MOPS Social Coordinator

Ministry:	MOPS
Staff Ministry Leader/Owner:	Lee Simmons
Ministry Lay Leader:	N/A
Time Commitment:	Multi-Year Commitment (2 years if possible)
Serving Frequency:	Weekly
Average Hours:	1.5 – 2 hours
Minimum Age:	N/A

Summary

As a part of the MOPS Steering Committee, the Social Coordinator plans monthly social events, such as Mom's Night Out, Playdate with kids, Small Group Socials or Family Socials that are affordable and accessible to all MOPS moms. The Social Coordinator also maintains the group's Facebook page.

Position Qualifications

No formal requirements, but must be a mother of a preschool child.

Spiritual Gifts that Might Help in This Role

- Serving
- Encouraging
- Leadership
- Helps
- Administration

Additional Information

- A volunteer in this role would be responsible for the following:
GENERAL
Pray for MOPS!
Attend summer Steering retreat
Attend meetings (Steering & MOPS)
Interact with moms at meetings and events
Make an effort to attend outside MOPS events
Assist with other misc tasks or needs
Fill out reimbursement forms for any purchased materials
Be intentional and connect with moms outside of meetings including text, phone, email, playdate
Assist with Auction as needed

SOCIALS
Plan socials with the intent of having about one social each month
Socials could be a mom's night out, a playdate with kids, small group or family socials
Socials should be affordable and accessible to all MOPS moms

INVITES
Create and send out Evites when appropriate and manage RSVPs
Promote the socials on the Facebook

BIRTHDAY CARDS & SPEAKER THANK YOU NOTES

Write short notes for mommy birthdays. Bring notes to Steering for everyone to sign (instead of passing them around while we meet, place them on a table to people to sign before/after the meeting)

Mail cards

Stationary and return address labels can be found in the MOPS closet and can be taken home when needed

Purchase stamps as needed

OTHER

Maintain MOPS FB public page with updates, pictures, any important announcements including registration

Assign days for each of Steering to introduce themselves on MOPS FB private group

Monday Mingle