



This is **who** you need to be looking for...

In addition to you as the Community Coordinator, below are the 8 Lead Roles that Members fulfill (*Members that attend Gatherings and also volunteer*) to operate a Community.

- *While you as a Coordinator can add to this list, these are the necessary roles that every Community needs to succeed.*
- *Also, most Communities have two Coordinators, so consider asking another leader to help you if you have not already.*
- *If you are a small Community, keep in mind that one volunteer might fulfill more than one role.*
- *Lastly, share these volunteer descriptions. Ask your moms to pray, consider their current responsibilities, and apply to lead alongside you on your team.*

1. Coordinator(s)

- Select, support, and manage your team
- Ensure all members are registered online with Able Moms
- Contact all Members, Mentor Moms, Table Leaders...one week before kickoff and welcome them to the Community
- Create table camaraderie; name each table, assign moms to a specific table and create individual name tags
- Host Team Lead Meetings
- Study and prepare for each Gathering using the AMI Curriculum

2. Finance Lead

- Store all hard-copy documents
- Collect all Team Leads' estimated spending and prepare a budget for Coordinator's review prior to the annual start date; i.e. cost of childcare workers, supplies, etc.
- Schedule and oversee fundraisers
- Communicate financial status at Team Lead meetings
- Collect dues, process deposits and check requests, and create expense reports according to Host Church and local AMI procedures
- Oversee Able Kids worker payroll (if applicable)
- Oversee and guide purchases and use of tax-exempt license
- Be contact for scholarships for Able Moms
- Attend AMI Gatherings and one monthly Team Lead meeting

3. Able Kids Lead

- Budget estimated spending for supplies like crayons, scissors, glue, snacks
- Review the Able Kids Curriculum and prepare for your workers
- Obtain and store all childcare workers background checks
- Ensure all childcare is properly staffed for every meeting and has back-ups
- Train workers and confirm timely work hours submission
- Coordinate worker appreciation (a brunch, thank you notes, gifts)
- Facilitate communication with workers
- Perform final check of all Able Kids' rooms after meetings
- Work with mothers on concerns regarding childcare issues
- Obtain all Able Kids info from Coordinator and maintain a database, produce nametags, make room assignments, sign-in sheets & protocol in accordance with Host Church.
- Share the Able Kids announcement during every Able Moms gathering
- After checking in all childcare workers, attend AMI Gatherings and one monthly Team Lead meeting

4. Publicity Lead

- Budget marketing materials that will improve your community reach
- Liberally use and encourage use of invitations
- Share graphic memes on social and use hashtags
- Make sure all promo banners and posters are neat and hung neatly
- Creatively think of ways to introduce your local Community to the area
- Create additional resources that your moms can share in their places of influence; biz cards, postcards, social graphic memes, and then encourage your moms to do so
- Consider create a monthly online newsletter and share this with the host church
- Engage with the AMI social platforms both public and private 'Capable Community'
- Arrange quarterly missions projects with local ministries that Able Moms can participate in outside of scheduled gathering; donating to a homeless shelter or collecting and dropping off baby supplies to a pro-life clinic after a gathering
- Attend AMI Gatherings and one monthly Team Lead meeting

4. Hospitality Lead (and assistant)

- Budget estimated spending for supplies like plates, cups, napkins, coffee, etc.
- Oversee table decor for special holidays
- Set-up and tear down the serving table for the "Breaking Bread" or "meal" time (breakfast, snacks, or maybe even a full meal...). Typically, an easy breakfast buffet is what Communities settle on.
- While you oversee set up, tear down, and the "meal", you will do this by delegating. Create an annual schedule and communicate to Table Leaders and Mentor Moms which table or table(s) will be responsible to bring the "meal" for all moms each Gathering, as well as set up, tear down, etc
(Table Leader and Mentor Mom Defined: A designated "leader and mentor mom" at each table *see below)
- Greet members and walk around and offer to throw meal plates away

- Assist with hospitality for special meetings (orientation, Mom Prom, retreats)
- Oversee responsibilities of Table Leaders and Mentor Moms
- Communicate year's theme to TL/MM and make or suggest decor/centerpieces
- Create a calendar of table duties on a rotating schedule (breakfast, set up, tear down, drinks, etc.) and see that each TL receives the calendar in the Annual Folder
- Send out TL reminders before meetings
- Plan monthly playdates for Able Mom Members
- Attend AMI Gatherings and one monthly Team Lead meeting (address any issues TL and MM's are having)

6. Tech Lead

- Oversee mics and any audio-visual equipment for meetings
- Receive all videos planned for each AMI Gathering and ensure they are cued
- Attend AMI Gatherings and one monthly Team Lead meeting

7. Prayer Partners (as many as you like)

- These partners do not participate in monthly Team Lead meetings. They take requests, are of upright character, and cover the Community and Host continually in prayer; before, during, and after each Able Moms season.

8. Mentor Moms and Table Leaders (only one each per table)

- One woman serves as "leader mom" at each table (and one mature mom is asked to work alongside her as a mentor)
- Create a 2023 themed centerpiece to decorate your table with each Gathering
- Maintain all decor and name tags at the conclusion of each Gathering
- Follow and communicate duty schedule to each mom at your table throughout the year
- Respond and communicate timely