

Able
MOMS
international

COORDINATOR TOOLKIT

2022/2023



Welcome, Coordinators	2
This Year's Theme: Truth Awaken	3
Able Moms Solutions Guide: <i>Where to find what you need</i>	4
Mission + Terms	5
Able Moms Calendar: Year At A Glance	6
First: Know + Gather Your Team:	8
Team Leads: Leading your Community	
<ul style="list-style-type: none"> ● Coordinator ● Finance ● Able Kids 	
Team Leads: Growing Your Community:	
<ul style="list-style-type: none"> ● Publicity 	
Team Leads: Connecting Your Community	
<ul style="list-style-type: none"> ● Hospitality ● Mentor Moms ● Table Leaders 	
Team Leads + Volunteers: Supporting Your Community	
<ul style="list-style-type: none"> ● Tech ● Prayer Volunteers 	
Next: Garner Your Members: The Registration Process	12
Lastly: Conduct Able Moms Gatherings + Trainings	13
And Finally: Stay Connected, Be Successful	15



We at Able Moms have committed to creating an exhaustive framework for you to work from as a leader of your local Community. And while we have made all your leadership resources incredibly easy to follow and access, we know some leadership growth happens in the hard places, too. So, know **we are all in this together.**

Should you have any questions throughout this journey, connect with us at info@ablemoms.org

In your new role as a Community Coordinator, you will **find everything you need** by logging in @ Ablemoms.org - after this toolkit, that is where you get started.

There, you will access important tools like:

- a) Kick-Off Essentials -> *Get started*
- b) How to "Grab Your Team" -> *Find your "who"*
- c) Coordinator Curriculum -> *Conduct meetings*
- d) Videos -> *Ignite each gathering alongside your step-by-step curriculum*



First, please stay connected with us, happenings, other Coordinators, and other communities by doing **2** things:

1. Follow and be followed on our website's Private Community after logging in
2. Connect at <https://www.facebook.com/groups/ablemomscommunities>

Here, we ask that you liberally share pics of your moms! We need models and will use your Communities in our marketing this year! So, be sure to #AbleMoms!

Mothering capable, unshakeable, and memorable with you,

Amanda Florczykowski,

CEO/Founder of Able Moms International





While we at Able Moms carefully select each year's theme, there was one we pondered for well over a year. As we prayed over the 2022-2023 message, we wondered ->

“WHAT HAS A YEAR BROUGHT?”

Every mom's answer would be different and yet eerily similar. As we continue to navigate a most historic time, we all resonate with how life-altering this season has been for not only us, but for our children, too. Nothing feels, looks, or seems to quite resemble our families' former ways of life anymore. If “normal” never returns, how do we respond? How do we adjust to change, overcome heartbreak, resist fear, or flourish despite uncertainty? When even language and terms don't seem to resemble what we once knew, how do we stay grounded when everything seems unearthed? And, how do we guide our children to faithfully thrive in the midst of it? These questions are valid, but for us at Able Moms International, **only one answer rings true; Truth.**

This year, we want to be more than a product of our culture or circumstance, more than surviving, and more than woke. We want to Awaken. This year's theme is Truth, Awaken.

Unshakeable faith is cultivated in the Truth that is God's word and we have paired the perfect verse with year's theme; **Psalm 112:1-2**



“Praise the Lord! How joyful are those who fear the Lord and delight in obeying his commands. Their children will be successful everywhere; an entire generation of godly people will be blessed.”

As we moms learn, delight, and obey the Truth that is God's Word, an entire generation will be moved by the effect of mothering our children with this mindset - and the result for us, will **not be uncertainty, but joy. Rise up with Able Moms everywhere and join this year's anthem cry.**



Able Moms 101:

- How we started - <https://www.ablemoms.org/about-us>
- Who we are - <https://www.ablemoms.org/meet-our-team>
- Who **YOU** are - [Coordinator Job Description](#) (within on page 8)
- Understand Terms - (within on page 5)

Have a Plan:

- Able Moms Annual Coordinator Calendar (within on page 6-7)

Select Your Team: Team Leads Job Descriptions (within on pages 9-11)

GET STARTED AS A COORDINATOR:

- Login and click the appropriate button to access resources and step-by-step directions by month
- Click first **Prep** Resources for:
 - Kick-Off Essentials - garner interest and participation in your local community and learn how to use what's in this packet

THEN, use resources for LEADING a Gathering:

- Login and click **Resource buttons** like:
 - Able Moms Coordinator Curriculum - prepare to conduct each gathering by accessing and printing this step-by-step curriculum
 - Videos - utilize these videos at each gathering as the necessary complement to each week's planned curriculum

Resources for Able Kids:

- Able Kids Mom Manual - [Member Resources](#)
- Able Kids Lead Curriculum - **Prep** Resources

Promo Downloads:

- Able Moms Graphics - **Prep** Resources
- Social Graphic Memes - **Prep** Resources

Support:

Don't forget to engage the **Private Community** on our website and the Social Community on FB:

<https://www.facebook.com/groups/ablemomscommunities>

Help: info@ablemoms.org



Mission: Able Moms exists as a Biblically trustworthy brand for busy moms to conveniently access life-giving resources and relational communities. Because Able Moms raise Able Kids, she is equipped with:

- practical insight to mother capable,
- Christ-centered truth to develop her faith as unshakeable,
- and lastly, creative, age-appropriate discipleship activities that make her mentorship memorable.



The Able Moms Mission guides:

- The direction of your local Able Moms Community
- The heartbeat of your personal purpose in serving
- Resolution of any disputes
- The ultimate calling of the ministry you have chosen to partner with
- Difficult decisions
- The explanation of why others would and should come join



Terms:

1. Gatherings - what AMI calls the bi-monthly "meetings" or time together as a local Community
2. Communities - the name of the group that meets at a local Host
3. Host - the name we give to churches or organizations that hold the local AMI Community
4. Coordinator(s) - the mom or 2 moms who lead a local AMI Community
5. Contributors - writers for AMI devotionals
6. Collaborators - ministries or businesses that affiliate with AMI
7. Partners - financial supporters of AMI
8. Coordinator Curriculum - the step-by-step manual we give each Coordinator to lead her local Gatherings week-by-week
9. AMI Private Community - the online interactive social platform
10. AMI Capable Community - the private FB platform
11. MOMents - the private online resource library of memorable mom-activities for her Able Kids



While these monthly tasks are *overseen* by the Coordinator, completion is a team effort.

You'll find this monthly list of action items pairs identically with your 'Coordinator Resources'.

While you can technically begin at any time, we have added the months that align with Able Moms International's Annual *suggested* Calendar. However, December-March, no matter what "Gathering Number" you are on, you will want to use the monthly prompts below.

Month One - July

- Begin to pray over plans, goals, and people for your upcoming year - share these with your church leadership and ask them to join you in prayer
- If this is your first year, and you have not already selected a Team last March, use the Team Leads Applications Resource to do so
- Host one planning meeting this month
- Recruit Able Kids workers
- Publicize your Able Moms Community in your local area

Month Two - August

- Host two planning meetings this month
- Task your Team (even Table Leaders and Mentor Moms) with recruiting other Members *see our suggestions for hosting a creative Registration Event where they volunteer*
- Perform Able Kids workers' background checks and training
- Utilize your Coordinator Curriculum to plan Gathering One

Month Three - September (Fall Semester Begins)

- Before your Kick-off - Personally introduce yourself to all mom Members via phone
- Host a "Set-Up Party" the day before kick-off where your Team helps decorate and receives final instructions
- KICK-OFF! Finally, check-in your Moms at Gathering One!
- Introduce the Host Pastor or appropriate church leader at the first gathering

Month Four - October

- Plan an annual fundraiser and use funds to attend Mom Comm
- Send a thank-you to the church staff for use of the building
- Inquire of your upcoming guest speaker for the special "Choice is Yours" gathering - visit 'Meet Us' on AbleMoms.org to request one of our own!

Month Five - November

- Consider a “Book Club” using AMI suggestions
- Invite your Able Moms to attend your church’s December celebrations of Christ’s birth

December Break

- Encourage Mom Comm Early Bird Registration
- Remind moms of church Christmas events and the Book Club
- Recognize Able Kids workers at Christmas

January (Spring Semester Begins)

- Encourage Mom Comm Registration and arrange travel plans
- Invite new moms and register all new moms as Members within two visits
- Put a February date on the books with your church leadership to plan a late April Able MomSunday for future Members

February

- Promote Mom Comm “Last Call” Registration
- Meet with church leadership to plan Able MomsSunday and secure their desire to renew as a Host before Mom Comm’s one-day discounted “March 4th 15% off” HOST Registration opportunity.
- Pack for Mom Comm

March 4th, 2023 Mom Comm Conference

March

- Attend Mom Comm!!!
- Explore next years’ potential Team Leads and their commitments/applications
- Select your monthly days and times for next year’s Community gatherings
- FYI: Be SURE your Host Church registers this month...or your church will not appear in the dropdown for your Members when Member registration opens soon!!

LAST Month of your Year - April

- Secure next year’s new Team Leads
- Able MomSunday!!
- Request that your Pastor complete their Able Moms Year-End Feedback

Last Gathering of your Year

- Plan appreciation gifts to present to former Team Leads at last gathering
- Introduce new Team Leads at last gathering
- Remind moms to bring phones for:
 - Discounted “Early Bird Member Registration” online
 - Annual Feedback submissions
- Share these end-of-year testimonies and pictures with AMI on social, via email, or by tagging #AbleMoms after the “Testimony Gathering”

Summer

- Connect Able Moms through summer play dates
- Plan a summer Able Moms Team Lead training
- Continually encourage registration for the following year



Essentials

Every Community needs a leader; a person in charge of pulling everyone together and pulling off each gathering. This person does not fulfill all the roles, but instead makes sure everyone else is fulfilling theirs. As the Coordinator, you work closely with your Team Leads to oversee the function of the ministry. On the next page are the eight Team Lead Roles you are managing. However, *how* to specifically 1) manage roles, 2) manage communication, 3) and manage a gathering is first explained in *your* job description here:

Manage Roles:

- Secure Team Lead positions and guide their success
- Encourage and empower Team Leads in their areas of responsibilities making sure you track each role's progress by using their role descriptions below; i.e. - amount of members, Able Kids registration, budget needs, tech videos set for 1st meeting, etc.
- Delegate appropriately, assist when needed, but purpose yourself not to take over another's position or tasks
- Host and conduct a monthly Team Lead training meeting
- Prepare Team Lead meeting agendas with input from each role
- Plan Community Team Lead activities, appreciation, and opportunities for growth/training

Manage Communication:

- Lead the promotional charge of Able Moms
- Communicate and explain Member registration:
 - Apply online and pay Able Moms
 - Submit registration and pay (if applicable) to local AM Community
- Maintain Member database with Financial Lead to produce necessary reports
- Contact each Member before the season begins
- Communicate and respond timely to community, church, and Able Moms International
- Secure a gathering room and communicate room set up (i.e. video viewer, tables, seating) with Host before and during annual season

Manage Gatherings:

- Set tone for Leads at Able Moms gatherings
- Utilize Able Moms International tools, calendars, curriculum, and follow materials and guidelines to the best of your ability
- Spend time with Jesus and present at each gathering

Although not necessary, it is helpful if a Coordinator has served as a Team Lead prior.

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

In addition to you as the Community Coordinator, below are the 7 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. 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

2. Able Kids Lead

- Budget estimated spending for supplies like crayons, scissors, glue, snacks, etc.
- Review the Able Kids Team Lead 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 necessary Able Kids info from Coordinator to maintain a database, produce nametags, make room assignments, sign-in sheets and any other protocol in accordance with the 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

3. Publicity Lead

- Budget marketing materials that will improve your community reach
- Liberally use and encourage use of AMI invitations
- Share graphic memes on social and use hashtags
- Make sure all promo banners and posters are neat and hung beautifully
- 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 as well
- Consider creating a monthly online newsletter and share this with your Host
- Engage with the AMI social platforms both public and the private 'Capable Community'
- Arrange quarterly missions projects with local ministries that Able Moms can participate in outside of scheduled gatherings; 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, and decor
- Oversee table decor within the theme of the year or holiday
- Set-up and tear down serving table for Members, walk around and offer to throw plates away, and oversee overall breakdown of other tables/materials post meetings using a chart or system of your choice
- Greet members
- Assist with hospitality for special meetings (orientation, Mom Prom, retreats)
- Oversee responsibilities of Table Leaders and Mentor Moms (Table Leader and Mentor Mom Defined: A designated "leader and seasoned mentor" at each table *see below)
- Create table camaraderie; name each table, assign moms to a specific table, and create individual name tags
- 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 their Annual Folder
- Send out TL reminders before gatherings
- 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 the “leader mom” at each table and **communicates** as a liaison to her peers while one seasoned mom (with all children over 12) works alongside her as a **mentor** to the table of moms
- Unless Hospitality Lead does, this pair creates centerpieces and decorates their annually themed table - for 2022/2023; Truth Awaken
- Maintains all decor and name tags at the conclusion of each meeting
- Follows and communicates duty schedule to each mom at their table throughout the year
- Responds and communicates timely

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Congrats! You have recruited your Able Moms Team Leads. These Leads are also Members, but ones that will be working alongside you as Coordinator(s) to prepare, plan, and promote your Community.

All Members, including Team Leads, Table Leaders, and Mentor Moms need to register online...and locally to attend or serve with Able Moms.

Both online and local registration can be done at the exact same time. You have already seen our **Promotional Ideas** in your Kick-Off Kit to garner interest in AMI locally, but now check out our creative suggestions for **Registration Events** under 'Prep Resources'.

There is one registration requirement and one strongly suggested registration requirement:

1. **Register with Able Moms International:** Registration and payment to AMI is required. It also triggers an email with useful next steps and login info where she can access all her online resources. Moms simply visit AbleMoms.org > Join to select the appropriate application (Member, Mentor Mom, etc.).
2. **Register with the local Host:** Using the 'Local Registration' sample template under 'Summer Resources', this submission to you by Members provides the local Community useful information like which table a mom would be best assigned to, how many children will be in childcare, and what needs she may have. Local registration also includes an opportunity to collect the local fees (should a Host church not donate to the ministry) that cover on-site childcare, events, or supplies the local Community must financially account for. Here is an example:

Able Moms International requires	\$50 fee
Local Registration	\$50 fee
Total Registration Fee <i>Advertised</i>	\$100 fee



Leadership instructions for *each individual* Community Gathering is explained step-by-step within your Coordinator Curriculum at AbleMoms.org. However, this is the general outline for *every* Community Gathering that you and your Team will use.

45 Minutes Prior:

Set-up for each Team Lead: Tables, chairs, decor, coffee, breakfast/food, test mic, cue video

30 Minutes Prior:

Ensure Able Kids Lead is ready with announcements
Handouts (if any) are at each seat

15 Minutes Prior:

All Leads meet for prayer and then disperse to welcome and help members

Start Time:

Welcome + Opening Prayer + Teaser Question

Immediately following: Breakfast/Food Buffet Open

@ 25 minutes: General Announcements

@ 5 minutes: Able Kids Announcements

@ 5 minutes: Coordinator led Devotional

@ 10 minutes: Video

@ 10 minutes: Coordinator recap

@ 5 "Something Extra" Activity *AND/OR* Closing Discussion Question

@ 25 minutes: Closing Prayer + Clean Up

@ 1.5 hours: Dismissal



Sample Schedule

- 9:00 a.m. Welcome + Opening Prayer + Share the Day's Teaser Question
Breakfast/ Immediately Following
- 9:25 a.m. General Announcements
- 9:30 a.m. Able Kids Announcements
- 9:35 a.m. Coordinator led Devo
- 9:45 a.m. Able Moms Video
- 9:55 a.m. Coordinator Recap
- 10:00 a.m. Activity AND/OR Closing Discussion Question
(Mentor Mom and Table Leader led Table Discussion)
- 10:25 a.m. Prayer + Clean Up
- 10:30 a.m. Dismissal

Team Leads Monthly Planning Agenda:

- Opening Prayer
- Devotional/Current Testimony of God's work - led by each Team Lead on rotation
- Quick Discussion of Upcoming Gathering
- What's working well / What needs improvement
- Leadership Training: utilize emails sent by AMI, AMI resources, or your own variation
- Big Picture Planning: fundraisers, Mom Comm, Early Bird Registrations, etc
- Closing Prayer



The most successful Able Moms Communities are the ones that engage their Host Church.

This is because your Host Church in a very real way provides you spiritual direction, growth, prayer support, stability, and legal oversight. Not to mention, increased communication raises awareness for your Able Moms Community *and* your Host church - we have seen time and again this partnership be a win/win.

So, reflect...

Do you sense you have a strong relationship with the staff of your Host Church?
Does your Community have one specific church contact that does or could oversee your success?

Is their role clear to them?

What small pivots would provide an even better relationship between you, the AMI Community, and your church?

Here are some practical connection ideas we strongly suggest:

- Schedule an appointment with your pastor
- Invite Able Moms Members to church
- Ask to host an Able Moms ministry table, hang signs in the ladies' room, or leave cards around the church to bring awareness to Able Moms locally
- Share the monthly newsletter with church staff
- Engage as representatives of Able Moms in service opportunities at your Host church
- Invite and introduce your pastor during announcements at an Able Moms Gathering
- [Plan an Able MomSunday](#) at church
- Think of a creative way to thank the maintenance staff
- Share the ministry's impact on moms, the success of its outreach, and any planned AMI events
- Listen to church Host feedback
- At the year's end, encourage your pastor's feedback using the [Survey Button](#)