

# Board of Adult Spiritual Growth

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## Women's Ministry Time Out for Moms Hospitality Coordinator

**Mission Statement:** Time Out for Moms supports and encourages mothers of children 0 to 18 years of age by providing fun, relationship-building, monthly events with discussions centered on effective Christian parenting.

**Description:** The TOFM Hospitality Coordinator is responsible for overseeing and helping organize refreshments and special events. She is also responsible for reaching out to current and potential TOFM members.

**Qualifications:**

- Spiritually mature, active, female WELS member
- Organized
- Dependable and flexible
- Friendly, welcoming demeanor

**Responsibilities:**

1. Coordinate schedule of volunteers to provide refreshments for events.
2. Organize special events.
3. Personally reach out to moms to invite them to join TOFM.
4. Follow up with visitors.

**Time commitment:**

- 6-8 hours per month
- 1 year commitment

**Relationships:** The TOFM Hospitality Coordinator works with the TOFM ministry team.

**Training:** The TOFM Hospitality Coordinator will be trained by the outgoing Hospitality Coordinator.