

Board of Adult Spiritual Growth

Women's Ministry Time Out for Moms Lead Coordinators

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 Lead Coordinators are responsible for overseeing, leading, and coordinating the Time Out for Moms Ministry. They are also responsible for facilitating monthly discussions. This position is filled by two women working together to lead and facilitate the ministry.

Qualifications:

- Spiritually mature, active, female WELS member
- Organized
- Dependable and flexible
- Able to lead
- Able to facilitate discussion

Responsibilities:

1. Schedule and lead periodic meetings of the TOFM ministry team.
2. Prepare materials and facilitate monthly discussions based on curriculum topics.
3. Act as liaison to Women's Ministry and Board of Adult Spiritual Growth.
4. Co-administrator of the TOFM Facebook group.
5. Submit budget request to the Women's Ministry team in March.
6. Submit an Annual Report in January.

Time commitment:

- 6-8 hours per month
- 1 year commitment

Relationships: The TOFM Lead Coordinators works with the TOFM ministry team and works to build relationships with moms who attend TOFM.

Training: The TOFM Lead Coordinators will be trained by the outgoing Lead Coordinator(s).