

GOOD SHEPHERD MOTHERS' SUPPORT GROUP
2009-2010
HOW CAN I HELP?

The Good Shepherd Mothers' Support Group is led by a Moderator and Co-Moderator. The last supports the Moderator during a one year period, and then becomes the Moderator the following year. These two group leaders, with the aid of other members, plan and organize the weekly meetings, coordinate group activities with the Church, coordinate Nursery operations, and oversee all the group events led by volunteer coordinators. The group determines its own agenda, and all group members are encouraged to participate in program planning. Members are responsible for signing up to bring a snack to share at the weekly meetings and volunteering to lead or support the different activities and events sponsored and organized by the group. Following is a list of the current positions open to volunteer members.

A. YEAR-LONG COORDINATOR POSITIONS

Coffee Preparation/Snack Coordinator - Coordinator helps with room set up for weekly meetings and makes sure that the coffee is made and a snack is provided for each meeting. The church provides coffee and supplies and the coordinator monitors the snack sign-up sheet, *including reminder e-mails/phone calls*.

"Meals for Moms" Coordinators (2) - These people organize meals for new moms or others who are in need.

Roster Coordinator - Members fill out member profiles, which contain their phone numbers, mailing addresses and email addresses as well as additional personal information. We create a roster to share this information with all members. The Coordinator maintains the roster, distributes it to members and requests updates as needed.

Planning Committee (3) - This committee is coordinated by the Co-Moderator and will help plan the speaker program for the year.

Book Group Coordinator - This person organizes periodic book group meetings (usually every 6 weeks). The coordinator collects book suggestions and circulates a list (with reviews or descriptions if possible) to help members select the choices for the year. The coordinator also makes sure the meeting dates are set and locations are chosen (members' homes, coffee shops, libraries, etc.).

Movie Group Coordinator - This person plans monthly outings to the movies. The coordinator collects movie suggestions and then sets dates and locations for movie outings.

Lunch Bunch/Summer Outings Coordinator (2) - Many of the mothers, with their kids, get together after the meetings at a park for lunch. The Lunch Bunch Coordinator sets up a late spring and summer schedule of where to meet and distributes the calendars periodically.

Playgroup Coordinators - These members coordinate playgroups in the homes of members for children ages 0 to 3 years.

Treasurer/Finance Coordinator - This person works closely with the Moderator and Co-Moderator, helping with the day-to-day budget and financial transactions. The group, under the Religious Education Director, requests and receives a yearly budget from Good Shepherd, and brings some income back to the Church, based on fund-raising events. The group also occasionally collects some extra cash that is donated to local charities or used to subsidize some events such as the Couples Dinner. The Treasurer will help formulate and execute the budget throughout the year. Responsibilities include tracking income and expenses, reviewing claims for reimbursements submitted by the group, and submitting the Nursery payroll paperwork to the Church for payment.

Photographer/Journalist - This person collects and keeps pictures and memories of the different Moms' Group events and activities throughout the year, and updates/maintains any flyers or brochures used by the group. The Mom's group maintains a photo album and also displays pictures on poster boards that are used when representing the group at Church or outside events. Working closely with the Moderator and Co-Moderator, this person will also coordinate any media/press release, advertisement or interview request to the group.

Website Coordinator - This person helps keep the Mother's support Group page of the Good Shepherd website up to date.

SUMMER/FALL EVENT COORDINATORS

Ice Cream Social - This person coordinates our first social event of the year, to be held on the last Wednesday in August in Creedon Hall. Responsibilities include purchasing ice cream (paid for by Group) and setting up room on day of social. Moderators will help with this event.

International Festival Coordinators (3) - These three people coordinate the children's games for International Festival, held Labor Day weekend.

Fall Children's Rummage Sale Coordinators (2) - To be held on Saturday, September 19 in Creedon Hall. Coordinator arranges sellers, advertising and oversees set-up/clean-up and the Bake Sale.

Halloween Party Coordinator - To be held on October 28th in Creedon Hall. Coordinates our children's Halloween costume party. In the past, we have had games, a craft and trick-or-treating in the church offices. The coordinator arranges sign-up sheets for food and drinks, handles decorations, set-up, clean-up and trick-or-treating in the church office. Party supplies will be reimbursed from our budget.

Nativity Breakfast Coordinators (2) - To be held on Saturday, December 5th. This is an annual event for the entire parish. One coordinator will handle ticket sales, the other will set up committees to help with food purchases, decorations, food preparation, and on-site logistics, clean-up, etc.

Christmas Brunch Coordinator - To be held Wednesday, December 9th. This person creates sign-up sheets for a potluck brunch in Creedon Hall, as well as decorating the tables and setting out food supplies.

Service Coordinator (1 or 2) - This person coordinates our Christmas pajama drive for needy children between the ages of 0 and 10 and arranges for delivery of donated items. Also, this person will coordinate any other service projects throughout the year (usually 2 events), including caroling at a neighborhood center for the elderly.

WINTER/SPRING EVENT COORDINATORS

Valentine's Brunch Coordinator- To be held Wednesday, February 10. Coordinator creates and circulates sign up sheet for food & drinks, and oversees party decoration set up, clean up, etc.

Spring Children's Rummage Sale Coordinator (2) - To be held March 27th. Coordinators arrange for sellers, both within and outside the Mom's Group, advertising, set-up and clean-up, and coordinate the Bake Sale. This is a well-organized event that is one of our biggest fundraisers. *At least one coordinator should work on both Fall and Spring Rummage Sales, if possible.*

Easter Egg Hunt Coordinator- Coordinates and plans our Easter Egg Hunt on the Wednesday during Spring Break (March 31st). There are two separate hunts for younger and older children. Coordinator arranges sign-up sheets for child attendance, food, drinks, games, party supplies, etc. Coordinator also shops for treats to stuff in plastic eggs.

Mother's Day Brunch Coordinator- Works with moms to arrange brunch in Creedon Hall on the Wednesday before Mother's Day (May 5th). Includes organizing sign up sheets for food, drinks, set up, clean up, etc. In the past, we have also given a donation to a local charity (i.e. Crisis Nursery).

Mother's Day Mass Coordinator- The Mother's Group participates in the celebration of a Mass on Mother's Day weekend (May 9th). This person would be in charge of coordinating members to be present at the Mass for presentation of the gifts as well as purchasing carnations to hand out to all parish mothers at the door.

End of Year Picnic Coordinator- Coordinator arranges for park or pool location of picnic, sign-up sheets for food, drinks, paper supplies, games, entertainment, etc. To be held on Wed., June 2nd

Couples' Party Co-Chair (2) - Two people are needed to coordinate the end of year dinner one evening in June. Our annual Couples' Party is a wonderful opportunity to get together with all of our spouses and celebrate our year together as a group. The coordinators plan the location and theme of the party, provision of food, beverages, decorations, etc.