



BBM National Start Up Checklist

This BBM National Start Up Checklist provides a phased approach to guide you through the planning and preparation of your new BBM group. The process can be used by churches of all sizes and can be tailored to fit your needs. The preparation often takes six to eight months to complete prior to the first group meeting. If your church has the resources available to move more quickly, you may progress at your own pace.

We recommend you begin this start up process in January. Plan your BBM registration kick off during Mother's Day weekend in May. Your BBM program year would then run from September through May to align with the traditional school year. Your church may choose to customize this timeline to better meet the needs of your community.

Completed Prior to Program Purchase (If not, focus on these first!):

- Gain permission from your senior pastor or church council**
- Obtain program funding**
In addition to the BBM National partnership suggested donation, you'll need seed money to cover the cost of group planning and meeting supplies to get started.
- Recruit your two program Co-Leaders**
Find two enthusiastic moms who will co-lead your group, help to organize your program, and build excitement in your church community!
- Confirm a meeting room and storage space**
Confirm a consistent meeting room with accessible storage space for meeting supplies.
- Consider your childcare options**
Begin to explore how you may handle childcare during your BBM group meetings.
- Review all BBM National Partnership program details provided online**
To fully understand the foundation of Building Better Moms, please review all details provided on this BBM website, including the BBM National: An Introduction video.

Meeting Logistics:



Establish your meeting logistics

Evaluate what day of the week and meeting time will work best in your church and community. Do most women in your community work during the day or do many stay or work at home? Is there a day of the week that childcare is already available in your church? Do you have a consistent meeting space (large enough to hold six round tables of eight women) available to you on your preferred day and time?

- Meeting Day of the Week: _____
- Meeting Time: _____
- Meeting Room Location: _____



Set your meeting dates

The date and time of each meeting for the full BBM year should be set prior to your registration launch (ideally Mother's Day weekend) and included in your promotional materials. You will want everyone to save these meeting dates well in advance! The BBM National Partnership program provides materials for 13 group meetings per BBM year.

Meeting Date #1: _____	Meeting Date #8: _____
Meeting Date #2: _____	Meeting Date #9: _____
Meeting Date #3: _____	Meeting Date #10: _____
Meeting Date #4: _____	Meeting Date #11: _____
Meeting Date #5: _____	Meeting Date #12: _____
Meeting Date #6: _____	Meeting Date #13: _____
Meeting Date #7: _____	



Confirm your childcare plan

Confirm your childcare plan for your meetings. Do you have childcare staff in place at your church that can be utilized? Can you recruit volunteers from your women's ministry program or other small groups within your church? Is youth programming already in place that the children can attend? Or, will each BBM table of women need to take turns serving in childcare?

Describe your Childcare Arrangements: _____



Verify access to TV/DVD player or Computer/Internet Access for meetings

If you do not have live speakers at every meeting, your group will have the option to view guest speaker videos. You may select to up to six videos through our online [speaker library](#). These may be downloaded (to burn to DVD) or viewed online through the Internet. You will need either a TV/DVD player or a computer connected to a projection screen to view the videos.

Leadership Team Recruitment:



Co-Leaders recruit their Leadership Team

Your Co-Leaders should now build their team. See [Leadership Team Job Descriptions](#) and find enthusiastic women ready to serve in these “mom-sized” roles! You will need up to six Table Leaders (one per table of eight women), so plan to recruit a minimum of three to get started!

- Co-Leader #1: _____
- Co-Leader #2: _____
- Missions: _____
- Hospitality: _____
- Communication: _____
- Treasurer: _____
- Table Leader #1: _____
- Table Leader #2: _____
- Table Leader #3: _____
- Table Leader #4 (as needed): _____
- Table Leader #5 (as needed): _____
- Table Leader #6 (as needed): _____

Membership Recruitment & Registration:



Spread the Word to prospective members

Utilize all [promotional resources](#) to spread the word to the moms in your church and surrounding community. Host an informational coffee, print announcements in your church bulletin, send community emails, and distribute flyers throughout your church, youth programs, area preschools, pediatrician’s offices, libraries, and community bulletin boards.

Informational Coffee Date: _____

Describe your Promotional Plans: _____



Prepare for your registration kick off weekend

This will be an exciting weekend!

- Secure space for a BBM table in your church during the weekend services
- Schedule your lead team to work at the table during each service (set shifts if needed)
- Wear BBM pink!
- Create a program registration form and have a dues payment system in place
- Have a membership tracking system in place (i.e. spreadsheet)

Registration Kick Off Weekend Dates: _____

Leadership Team Shifts: _____

Leadership & Group Preparation:



Leadership Team online training

A training video for each Leadership Team position can be viewed on the BBM National Partner website with additional printed materials provided.



Guest speaker video selection

Select and download up to six Guest Speaker videos from the BBM National Partner website.



Leadership Team planning meetings

Schedule at least two or three Leadership Team meetings prior to your first group meeting so you can get to know each other and plan for the full year.



Co-Leader curriculum

Download and customize the Co-Leader meeting materials.



Group Meeting Preparation

Purchase meeting room supplies, print membership materials, and prepare the room to welcome membership.

Go Live!



Congratulations on all your hard work. Enjoy your first BBM meeting of the year!