



Leadership Team Job Descriptions

Co-Leaders (2):

- Works collectively with Steering Committee members in organizing program meetings
- Provides direction at all program meetings
- Promotes fellowship and support through outside gatherings and member follow up
- Cultivates an inclusive atmosphere within the group
- Provides communication to membership through email
- Encourages membership to stretch themselves in learning, growing and serving together
- Outgoing personality that offers a vibrancy to the group dynamic
- Attends Co-Leader meetings scheduled during the summer

Communications (1):

- Compiles newsletter and distributes to membership (template provided)
- Maintains attendance records for the group
- Organizes the creation and distribution of the Membership Guide
- Administrator of group Facebook page (optional)
- Coordinates with Co-Leaders to send emails and other communications to membership
- Attends Communications meetings scheduled during the summer

Treasurer (1):

- Collects membership dues as needed and deposits blessing box collections
- Submits receipts from the Steering Committee for reimbursement
- Maintains the budget for the group
- Works with Hospitality to collect social outing fees (optional based on group)
- Attends Secretary/Treasurer meetings scheduled during the summer

Missions (1):

- Communicates all Missions opportunities to the membership
- Organizes and executes all BBM Missions projects for the group
- Keeps accurate expense records for Missions
- Attends Missions meetings scheduled during the summer

Hospitality (1):

- Coordinates menus for the year
- Reminds table leaders of their menu assignments
- Assists with beverages at the program meetings
- Recognizes membership birthdays/special events at each program meeting
- Works with Co-Leaders in organizing group social activities
- Attends Hospitality meetings scheduled during the summer

Table Leader (3-6):

- Communicates on a regular basis with table members (meeting attendance is crucial)
- Follows up with table members who are absent from meetings
- Informs Co-Leaders about significant joys/concerns of the table members
- Provides direction for table discussion
- Fosters friendships and support networks within the group
- Attends Table Leader training scheduled during the summer

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