

Newsong Moms' Ministry New Leader Checklist

Kickoff

- Written class descriptions for website due approximately 3 weeks before Kickoff
- Present 2 min class description
- Prepare sign up table, class books/materials, +/-takeaway gift
- Determine: A/V and seating needs; class limit; baby friendly and zoom status

Huddle

- Huddles are monthly meetings for class leaders and Core for communicating updates, stories, feedback.
- Held first or last Friday of the month, 11:30-12:30, childcare provided

Food rotation

- Small groups rotate brunch duty throughout semester, minus Kick-offs, Christmas and Easter events
- Approximately 2-3 times per semester, schedule assigned after Kick-off
- Get signups from group for main/salad/dessert/drinks
- Arrive by 8:45 am to set up, clean up at 11:30 am

Reimbursements

- Submit reimbursement forms with all receipts to Kisha, sooner is better
- Newsong accountant will mail check to home address

Christmas Cookie Exchange

- Fall semester outreach event
- Leaders can help with decorations, cookie judging, promo, food set up

Easter Brunch

- Spring semester outreach event
- Each small group leader duo sets up a station of the Cross (Prayer, Thanksgiving, Confession, etc) with activity +/- takeaway gift

Leadership development

- Leaders' luncheon immediately after each semester's last session, 12-2 pm
- Summer retreat, often first weekend of September, Sat AM to Sun AM, expenses covered
- Opportunities to attend Newsong leadership events